

LISA L. CHAPMAN

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Debits=credits

SUMMARY OF QUALIFICATIONS

- Professional with solid background in Accounting and Accounts Payable management.
- Computer Skills include: Windows, Microsoft Office, Adobe SAP, Netsuite, Oracle, Concur, FinancialForce, OpenAir, AvidXchange, Sovos Tax.
- Possess exceptional interpersonal, relationship development and customer service skills and work well in a team environment.
- Successfully managed multiple priorities dealing with all levels of management, entrusted with all confidential information and able to handle adverse situations.
- Experience in managing multiple currency transactions and global accounts payable.
- Experience with implementation of accounting software regarding Concur, AvidXchange, Sovos, Avalara Tax and setting up processes regarding technology to improve efficiency for AP functions.

PROFESSIONAL EXPERIENCE

SERENOVA

May 2019 – Present

Accounts Payable Analyst

- Process payables, expenses and payments via ACH, check, direct debit and credit card.
- Manage and setup up vendor bank accounts for international remittances that require Wire and FX transfers.
- Monthly account reconciliations for multiple subsidiaries.
- Manage all AP responsibilities and decisions regarding desk with minimal supervision.
- Business Administrator for AvidXchange, Concur and Sovos Tax platforms.
- Manage and determine weekly payment selection based on cash forecast for remittance.
- Responsible for new vendor setup entries in Netsuite and AvidXchange.
- Process and approve all employee expenses and travel/department credit card expense reports.
- Produce reporting for accounting management (forecast and various AP reports).
- Manage annual 1099 filings.
- Worked closely with HR, Sales, Operations and Customer Success teams to facilitate and resolve vendor inquiries.
- Book AP accruals for MEC and journals relating to reclassifications or account adjustments.

OPENSYMMETRY, LLC

August 2013 – May 2020

Senior Accounts Payable Specialist

- Process payables, expenses and payments via ACH, check, direct debit and credit card.
- Monthly account reconciliations.
- Facilitator for onboarding training regarding expenses and manage AMEX corporate card program.
- Manage sales use tax collection and filing regarding states identified with Nexus status.
- Administrator for Concur, Avalara and American Express customer platforms.
- Manage and produce Self Billing process which included involvement and input with HR on contractual terms.
- Manage offshore reimbursement reporting and payroll invoicing from third parties.
- Produce reporting for accounting management (forecast and various AP reports).
- Manage annual 1099 filings.

ACCOUNTING PRINCIPLES

July 2012 – July 2013

Accounts Payable Coordinator

- Input and process all incoming invoices related to subcontractor work orders, inventory purchase orders, and facility and rent related expenses.
- Managed a high volume of data entry (over 150 invoices per day) with accuracy.
- Audit employee expense reports.
- Ensure that all accounts are kept current and research any past due issues and credit holds.
- Address vendor inquiries and resolve issues in a timely manner.
- Meet all necessary deadlines such as weekly check run cutoffs and mailings.
- Provide strong organizational skills to maintain an efficient work environment.
- Other duties, responsibilities, and special projects as assigned.

CLARK, THOMAS AND WINTERS, PC

April 2008 – August 2011

Accounts Payable Coordinator

- Managed A/P staff and audited work for processing.
- Produced daily and EOM reports for Controller.
- Backup for petty cash and Accounts Receivable.
- Processed account payables and employee reimbursements.
- Produced and issued checks for vendor payment as well as internal expenses.
- Maintained W-9 database and request forms from vendors as needed.
- Responsible for annual 1099 tax preparation and submission.
- Setup and Managed vendor Database in Orion.
- Created and implemented new work processes to increase productivity in workplace.
- Managed voucher and airfare audit file.

HDR ENGINEERING

January 2005 – September 2007

Accounting Assistant/Project Coordinator

- Assisted with accounting invoicing, including distribution of invoices and maintenance of accounting records.
- Processed account payables and receivables.
- Pulled cost sheets and handled job cost transfers for engineering staff.
- Created contract and bidding documents for senior level Project Managers.
- Coordinated weekly project meetings as well as travel arrangements and seminar registrations.
- Produced work planning sheets and project initiation forms for Transportation Project Managers.
- Provided administrative support to the Transportation Division including formatting, editing and proofreading of correspondence and other documents; filing, copying, scanning, mailings; data entry and data collection coordination for projects.
- Supported National Transportation Marketing Director.

BOB'S SMOKEHOUSE

November 2001 – December 2004

Office Manager

- Processed account payables and receivables.
- Assisted in human resource processes and payroll.
- Process w-2 forms for distribution.
- Tracked attendance records throughout company.
- Maintained adequate employee files and accounting records.

BROADWING/ROBERT HALF ASSOC.

October 2000 – September 2001

International Analyst

- Placed high value on time effectiveness, by getting each pricing rates from vendors daily.
- Updated daily operation of International Buying Guide and escalation databases.
- Communicate daily with vendors/customers as well as internal customers.
- Maintained all daily and weekly reports that pertain to financial gain and loss information.
- Served as Administrative Assistant to the Director of International Finance.
- Maintained and reviewed legal contracts for division.

EDUCATION

Concordia University
Austin Community College
Southwest Texas State University