

MAGGIE BENNISON

ACCOUNTS PAYABLE SPECIALIST

OBJECTIVE

I am extremely motivated to constantly develop my skills and grow professionally. With my attention to detail, time management skills and ability to learn new systems and procedures quickly and efficiently I am looking to join a company I can grow my career with.

EDUCATION

Advanced Studies High School Diploma

Osborn Park High School, Class of 2007

Basic Esthetician Program

DSI Aesthetics Academy, Class of 2018

SKILLS & PROGRAMS

Teamwork

Adaptability

Communication & Customer Service

Creativity

Accounts Payable

Travel & Expense

P2P Automation

Data Entry

SAP

Quickbooks & Quickbooks Online

Microsoft Office Programs

Bill.com

Tallie

Salesforce

Lightspeed

Counterpoint

Point of Sale

Bank of America CashPro

CONTACT

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Manassas,VA

EXPERIENCE

ACCOUNTS PAYABLE SPECIALIST / ONEWEB / 2019-2020

- Processed full cycle accounts payable; matched and coded all incoming domestic invoices, reviewed and verified for appropriate documentation, routed for invoice approval and managed exceptions
- Audited and processed employee expense reports in accordance with T&E policy and procedures
- Managed new vendor set-up and vendor master files
- Assisted with preparation of weekly payment runs
- Supported the GL team with month end tasks
- Supported internal customers and vendors regarding payment status inquiries

ACCOUNTING COORDINATOR / AIRBUS / 2018-2019

- Processed full cycle accounts payable; booked invoices manually and audited invoices coming through the automated system, reviewed for appropriate approval, processed bi-monthly payment runs for multiple companies via ach, wire, outsource check and in-house check
- Reconciled payment returns
- Prepared invoices for sales and use tax
- Assisted internal customers and vendors regarding payment status inquiries
- Main AP contact for implementing the "procure to pay" invoice automation process which provided much needed automation to invoice booking to allow the accounts payable team to focus on other tasks

ACCOUNTING ASSISTANT / LOU LOU BOUTIQUES / 2015-2018

- Reconciled monthly credit card statements for two companies: Lou Lou Boutiques and Creme de la Creme
- Performed monthly inventory reconciliations for both companies
- Ran weekly reports to ensure employees were using the necessary documentation when processing discounts, returns and exchanges, as well as reconciling end of day drawer counts, deposits and payouts
- Full cycle accounts payable; coded and booked incoming invoices for corporate office and thirty-two stores
- Entered and received product orders for Creme de la Creme
- Ordered supplies and displays for corporate office and store locations
- Performed everyday administrative duties and assisted in stores when needed

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EXPERIENCE

SENIOR ACCOUNTING COORDINATOR / DELL / 2011-2014

- Chosen to be the first person on my team to input orders into Dell's system after the acquisition of AppAssure Software
- Trained new hires
- Assisted with monthly, quarterly and year-end reconciliations
- Accounts payable duties
- Input customer invoices into Quickbooks Online
- Processed customer payments via credit card, check and wire transfer
- Responded to customer and vendor inquiries via phone and email
- Handled collections of delinquent accounts