

Justina Esedebe

Dallas, TX 75243

justinaifyesedeb5_yie@indeedemail.com

(214) 541-4352

Precise, full cycle Accounts Payable Specialist with 3 years of experience, working with vendors using the two-way/three-way match, with knowledge of statement research.

#readytowork

Authorized to work in the US for any employer

Work Experience

Accounts Payable Specialist

Service King Collision Repair - Richardson, TX

January 2020 to April 2020

- Remote Full Cycle Account Payable Specialist.
- Providing financial, administrative support and clerical support to my organization.
- Processing verifying and reconciling invoices for payment.
- Reconciling processed work by verifying entries.
- Paying vendors via scheduled checks.
- Processing with MS Dynamics software.
- Excel Proficiency.
- Vendor maintenance.
- Account Payable Helpdesk.

Accounts Payable Specialist

Service King Collision Repair (Corporate office) - Richardson, TX

January 2020 to April 2020

- Full cycle account payable using 2 and 3 - way match to process invoices.
- Processing expense reports.
- Processed invoices using Microsoft Dynamic (Great Plain).
- Reconciling processed work by verifying entries and comparing system reports to balances.
- Maintaining historical records.
- Preparing analyses of accounts and producing monthly reports.
- Vendor maintenance.
- Paying vendors by scheduling paychecks ensuring payment is received for outstanding credits.
- Responding to all vendor enquiring regarding finance.
- Resolve discrepancies by communicating with vendor account receivable unit and addressing discrepant invoices based on the type and nature of discrepancy.
- Process up to 120-140 invoices daily.
- Stamped, sort and log new invoices, expense reports and check requests.
- Prioritize invoices according to higher amount and payment terms.

- Entering invoices, expense reports and check requests into accounting software for payment.
- Responding to all vendor inquiries.
- Post approved invoices and prioritizes for check processing.
- Prepared and processed check biweekly.
- Prepared signed checks for outgoing mail.
- Continuing to improve payment processing.

ACCOUNTS PAYABLE SPECIALIST

Ping Express - Dallas, TX

February 2018 to January 2020

- Printing, sorting and stamping incoming invoices on daily basis
- Match checks to invoices verifying vendors payment information successfully handled inquiries, concerns and issues via telephone and email concerning payment status for vendors
- Performed full cycle account payable by processing invoices using 2 and 3 - way matching
- Processed invoices using Microsoft Dynamic (Great Plain)
- Resolve discrepancies by communicating with vendor account receivable unit and addressing discrepant invoices based on the type and nature of discrepancy.
- Process up to 130 invoices daily
- Stamped, sort and log new invoices, expense reports and check requests
- Stamped, sort and log new invoices, expense reports and check requests
- Prioritize invoices according to higher amount and payment terms
- Entering invoices, expense reports and check requests into accounting software for payment
- Responding to all vendor inquiries.
- Post approved invoices and prioritizes for check processing
- Prepared and processed checks triweekly
- Prepared signed checks for outgoing mail, or deliver to employees

ACCOUNTS PAYABLE SPECIALIST

TRILLIUM - Charlotte, NC

July 2016 to November 2017

- Performed full cycle account payable by processing invoices using 2way and 3way match.
- Reconciling vendor statements, research and correct discrepancies.
- Review and process incoming expense reports daily from filed and corporate employees utilizing an online expense reporting tool.
- Processed invoices using SAP from various vendors in a fast-paced environment.
- Resolved discrepancies by communicating with vendor account receivable unit and addressing discrepant invoices based on the type and nature of discrepancy.
- Researched invoices using Image Now and SharePoint
- Processed between 120 and 150 invoices daily.
- Researched past due invoices and reconcile vendor statements
- Ensured priority was given to discount vendors so the company can take advantage of the discount offered by vendor

Education

B.ENG in STRUCTURAL ENGINEERING

UNIVERSITY OF BENIN - EDO STATE

Skills

- Microsoft Dynamics (Great-Plan) Image Now, SharePoint, Pivot Table and V-Lookup, MS Office.
- AS 400, SAP.
- Reliable, Precise, Efficient, Well Organized.
- Excellent organizational skills.
- Capable of achieving the goals under pressure.
- Very good communication skills.
- Good analytical skills.
- Excellent interpersonal skills.
- Team Player.
- Accounts Payable
- AP
- Invoice
- Accounts Receivable
- SAP
- Microsoft Word
- Microsoft Office
- General Ledger Accounting
- General Ledger Reconciliation

Assessments

Data Entry — Highly Proficient

December 2019

Entering data quickly and accurately.

Full results: https://share.indeedassessments.com/share_assignment/ffix8o0jewdr1ba

Verbal Communication — Highly Proficient

December 2019

Speaking clearly, correctly, and concisely.

Full results: https://share.indeedassessments.com/share_assignment/7hixivizaj0x8vma

Spreadsheets with Microsoft Excel — Completed

May 2020

Excel knowledge including common tools, PivotTables, conditional & nested formulas, and custom visuals.

Full results: <https://share.indeedassessments.com/attempts/03c989f000e111307e58361c009ec3b6eed53dc074545cb7>

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.