

Alicia Rogers

Accounts Payable Manager

Carencro, LA 70520

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337-303-2027

Accounts payable administrative assistant with 10 years of experience recording and reconciling accounts payable data looking to become a productive asset to a reputable, family oriented company in an accounts payable position to maintain efficient transactions. Currently seeking an accounts payable specialist position to utilize my information management skills to ensure efficient accounting operations

#readytowork

Authorized to work in the US for any employer

Work Experience

ACCOUNTS PAYABLE MANAGER/ADMIN ASSISTANT

Downhole Drilling Services LLC - Broussard, LA

December 2010 to May 2020

- Reconciles processed work by verifying entries and comparing system reports to balances.
- Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries.
- Pays vendors by monitoring discount opportunities; verifying federal id numbers; scheduling and preparing checks; resolving purchase order, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos; issuing stop-payments or purchase order amendments.
- Pays employees by receiving and verifying expense reports and requests for advances; preparing checks.
- Maintains accounting ledgers by verifying and posting account transactions.
- Verifies vendor accounts by reconciling monthly statements and related transactions.
- Maintains historical records by scanning digital copies and filing documents.
- Reports sales taxes by calculating requirements on paid invoices.
- Protects organization's value by keeping information confidential.
- Updates job knowledge by participating in educational opportunities.
- Accomplishes accounting and organization mission by completing related results as needed.

SWITCHBOARD OPERATOR/PATIENT/GUEST ASSISTANT

University Medical Center - Lafayette, LA

June 2007 to August 2009

- Answered incoming calls and distributed calls based on strict hospital policies.
- Utilized hospital paging and emergency system to ensure doctors and nurses received all incoming pages and code information.
- Extensive experience operating multi-lined switchboard.

Education

High school diploma

Northside High School - Lafayette, LA

1991

Skills

- Accounts Payable
- Bookkeeping
- Outlook
- Quickbooks
- accounting
- Payroll
- Microsoft Office
- Invoice
- AP
- Account Reconciliation
- Bank Reconciliation
- General Ledger Accounting

Assessments

Accounting: Basic Principles — Familiar

March 2020

Preparing financial records according to federal policies.

Full results: https://share.indeedassessments.com/share_to_profile/a1e94da1ab1194401e46f7aa4f7b543deed53dc074545cb7

Call Center Customer Service — Familiar

March 2020

Applying customer service skills in a call center setting.

Full results: https://share.indeedassessments.com/share_to_profile/2248a597cc4e1eb05132262e83ab3df6eed53dc074545cb7

Attention to Detail — Proficient

May 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: <https://share.indeedassessments.com/attempts/f24d0318343401d8879c06296d942d99eed53dc074545cb7>

Work Style: Conscientiousness — Expert

May 2020

Tendency to be well-organized, rule-abiding, and hard-working.

Full results: <https://share.indeedassessments.com/attempts/6e94cb72bd5795f10f7239014a70a85ceed53dc074545cb7>

Supervisory Skills: Interpersonal Skills — Expert

May 2020

Fostering a collaborative environment and conducting difficult conversations.

Full results: <https://share.indeedassessments.com/attempts/31db8bea3af4c50dc7fe9ce1f00b4d6beed53dc074545cb7>

Accounting Skills: Bookkeeping — Completed

May 2020

Calculating and determining the accuracy of financial data.

Full results: <https://share.indeedassessments.com/attempts/aa0497930679ab0719932d45a9e6bec7eed53dc074545cb7>

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