

# Brian Greene

West Palm Beach, FL 33406

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561-373-3801

A highly motivated Accounting, A/P, and Purchasing professional with a verifiable record of accomplishment. Extremely creative, recognized as a results-oriented and solution-focused individual. Areas of strength include:

- Accounts Payable • Working as a Team Player • Communication Skills
- Accounting • Reliability • Time Management Skills
- Organizational Skills • Purchasing Process • Research Abilities
- Computer Literacy • Problem Solving • Analytical Thinking

## Work Experience

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### **Finance Coordinator, Sourcing and Procurement**

Ocwen Financial Corporation - West Palm Beach, FL

2014 to 2019

- Entered Purchase Requisitions and submitted Purchase Orders from approved Requisitions
- Reviewed and audited invoices and check requests to ensure compliance with established policies and procedures
- Communicated and coordinated daily with site personnel, vendors, project controllers, business managers and other internal customers from the US, India, and Philippines offices
- Conducted research based on customer requests regarding, invoices status to prevent duplicate entries and payments. Checked for any issues that might have occurred during process
- Distributed checks and special delivery instructions/shipping
- Assisted with revising and building reports for analysis and for use in everyday responsibilities as well as a resource tool
- Oversaw special projects as assigned to the department, especially involving data analysis or advanced Excel skills and knowledge
- Cleaned up and verified accuracy of the data provided for uploads (suppliers, approval matrix, line type, etc.) and approved budget (Vendor numbers/names, entities, etc.)
- Managed multiple procedural changes to help make department more efficient, including implementing autoreply from the Ocwen Invoices email
- Trained team members and coworkers from other departments in the US, Philippines, or India offices

### **Accomplishments**

- Built from scratch a Purchase Requisition request form for Fusion requests, as well as maintained Purchase Requisition request form to include most current data (update new vendors, cost centers, etc.)

- Hands on involvement in successful implementation of new accounting software, Oracle Fusion, by testing for bug fixes, proper workflow and updates in multiple versions; populated, scrubbed data, and revised supplier template to be uploaded into Fusion
- Identified, through independent research and vendor feedback, an improved supply ordering process from Office Depot which resulted in time and costs savings
- Assumed the legal accruals from India and promptly improved accuracy and efficiencies of the accrual process before training a coworker to eventually transition over the responsibilities
- Received Recognition from Michael Bourque (CFO) during two of the three Quarterly All Hands Finance Meetings
- Consistently exceeded expectations resulting in back to back grade A ranking on annual Performance Appraisal
- Over the past year created 34% of all Purchase Orders and 45% of the change orders

### **Accounts Payable Coordinator**

VCNA/Prestige - West Palm Beach, FL  
2011 to 2012

- Submitted new vendor set up requests for direct payment and create vendor templates for automation purpose
- Reviewed and revised payment proposal to fit approved budget and included all critical vendor payments
- Reviewed vendor statements to monitor overdue invoices and unclaimed credits
- Resolved rush payment issues
- Oversaw the distribution of checks to vendors
- Answered inquiries from vendors regarding payment status of invoices

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### **SAP Purchasing Process Analyst/AP Coordinator**

2009 to 2011

Confirmed GR and SES were entered promptly, corrected POs, researched and fixed problems for A/P, distributed

detailed corrections to appropriate personnel, helped resolve rush payment issues

- Coordinated with vendors and purchasing department to resolve discrepancies on price and quantity issues to reconcile missing goods receipt and process invoices for payment within terms

### **Staff Accountant**

2006 to 2009

- Manually counted the physical block and resale inventory, compared to perpetual and researched discrepancies
- Reconciled bank balances, sales, and expense accounts; recorded general ledger entries; posted accruals and month end financials

### **Network Administrator**

2005 to 2008

Created new users, assigned rights and access, daily hard drive backup, monitored servers and system, fixed bugs  
and errors, set up/repaired printers, monitors, computers, and software issues

### **Supervisor**

Prestige Trucking

2005 to 2007

### **Corporate Trainer - Trained new hires**

2005 to 2006

database for PO, payroll, billing, and collections entry

### **Payroll Clerk - Entered, filed, and printed payroll checks**

2004 to 2005

#### Accomplishments

- Remodeled business practices to make Prestige Trucking division profitable for the first time
- Wrote training manual for Access entry of A/P, A/R, Payroll, POs, and Collections
- Cleaned up millions of dollars from past due invoices, which was inherited as a result of transitioning personnel, on two separate occasions
- Worked on project to implement new accounting software (from Mas 90 to SAP)

## Education

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### **Bachelor of Science in Finance & Business Management**

Florida State University - Tallahassee, FL

2004

## Skills

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- Mas 90
- Excel
- Outlook
- Powerpoint
- Microsoft word
- Word
- Mac
- Oracle
- Sap
- Microsoft dynamics
- Dynamics
- Mas

## Additional Information

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### COMPUTER SKILLS

- IBM and Mac Literate • Oracle Fusion

- MAS 90, SAP • Microsoft Word, Excel, Access, PowerPoint, Outlook
- Microsoft Dynamics