**ANDRE HENRY**

**3473573636**

**15 Sickles St. Ny, Ny apt 15A BSM**

**Henryap87@gmail.com**

**PROFESSIONAL EXPERIENCE**

**PSEG/Public Service Electric & Gas, Newark, NJ December 2019 – Present**

***Accounts Payable/AP Vendor Maintenance -Contract***

* Maintained an accurate supplier database within SAP systems
* Daily verifications of banking details to update in supplier system
* Set up of Vendor Onboarding making sure we have a complete company file
* Release of payment proposals
* Day to day batch approvals watching over processors that are outsourced

**Cantor Fitzgerald Financial Services/Investment Banking, New York, NY August 2018 – December 2019**

***Accounts Payable Analyst***

* Supervision of full cycle AP for Cantor, GFI, BGC & Castle Oak investment banking accounts
* Releasing of Daily-ACH, International ACH, Wires, & Checks
* Matched purchase orders and entered all invoices
* Supervision of Utilities, Partnerships, Compensation, Tax related invoices

**Omnicom Media Group/TBWA/Media Arts Lab, New York, NY April 2017 to July 2018**

**Accounts Payable Specialist - *Contract***

***Accounts Payable Supervisor***

* Releasing of weekly ACH, Checks, E-Cash/Wires foreign & domestic payments
* Matched purchase orders and entered all invoices
* Weekly scheduling of vendor payments/releases with Controller
* Automation and Restructure of new entities creating work flow between AP and Purchasing

**Bluestone Lane Office of Finance, New York, NY October 2016 to March 2017**

***Accounts Payable-Contract***

* Responsible for management of check releases
* Provided support regarding Intact Accounting tool
* Weekly scheduling of vendor payments with CFO
* Providing structure until full automation is complete with purchasing system to contract ending

**Metropolitan Transportation Authority, New York, NY April 2013 to October 2016**

***Accounts Payable Coordinator***

* Responsible for management of check releases and special handling
* Provided support regarding PeopleSoft inquiries, and risk management change requests
* Review all invoices for appropriate documentation and approval prior to payment.
* Internal/external/month-end support-year end support.
* Entered invoices, expense reports, and check request forms into SAP Business One.
* Coded invoices to the appropriate general ledger account.

**Group M Mindshare, New York, NY March 2011 to February 2012**

***Accounts Payable Specialist***

* Weekly 3 way matching for multiple clients tracking campaign from start to finish requesting revised bills daily to have vendor paid timely.

**EDUCATION**

**Delaware State University, Dover, DE 2005 to 2009**

Major in Business Economics with a Minor in Accounting

**TECHNICAL SKILLS**

SAP, SAP Business One, Concur Expense Sage Timberline, Microsoft Dynamic, NetSuite, PeopleSoft Oracle, DDS systems, Prisma, Microsoft Word, Excel, PowerPoint, Outlook, QuickBooks, BankTel Systems, Intact, Work Day financial tool.