**Tayla case**

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# accounts payable specialist

Seeking an opportunity as an Accounts Payable Specialist where my financial experience will strengthen and contribute to the budgeting process of an organization.

# Skills & Abilities

Creative Problem Solver

Exceptional communication skills

MS Windows proficient

Quick learner

Strong client relations

Strong knowledge of software and hardware

# Professionalism Experience

## Staff Accountant, Melink Corporation July 2019 – March 2020

## *Milford, OH*

Process vendor invoices with proper coding and approvals, ensuring compliance with authority levels

Issue payments (checks, credit cards and ACH/Wires) managed discounts and late fees

Vendor set up, maintenance and review

Maintained accurate A/P aging report

Assisted with external audit requests

## Collections Specialist, Alliance Data **August 2018 – June 2019**

### Milford, OH

Took actions in order to encourage timely payments

Contacted clients and discuss their overdue payments

Investigated historical data for debts and bills

Identified outstanding account receivables

## Accounting Co-Op, John R. Jurgensen **May 2018 – August 2018**

### Sharonville, OH

Entered construction contracts using JD Edwards software

Mailed and distributed Certified Payroll

Efficiently operated Excel when updating/creating job cost reports

Assisted with research, filing, data entry, and recording and maintaining accurate and complete financial records

Accounts Payable Specialist, Loveland Excavating &Paving November 2017-April 2018

## & Office Manager

## *Fairfield, OH*

Entering invoices into Foundation Software

Received and placed phone calls to manager customer relations

Assisted the Controller with daily responsibilities

Managed social media accounts

Accounts Payable Specialist, Robert Lucke Homes Temp. Assist. -August 2017

*Mason, OH*

Proficiently operated Computer Ease to input invoices for billing

Opened and distributed mail throughout office

Researched vendor issues and responded in a timely manner

All aspects of Accounts Payable from receiving invoices to paying vendors

Updated Excel spreadsheets

Efficiently updated check registers

Calculated batch totals

**Field Accounting Specialist, Vride** May 2016- August 2016

*Milford, OH*

Provided direct customer support to account holders and volunteer drivers

Managed on-boarding for new customers, which included careful handling, reviewing, and the approval of motor vehicle records and medical certifications of prospective drivers

Worked with the local Customer Care team to provide ongoing support to more than one-thousand Vanpools operating daily

Processed detailed billing transactions in multiple business systems

**Work Study Student, Southern State Community College** May 2015 – May 2016

*Hillsboro, OH*

Input student registration forms into student data base

Scanned confidential student information into OnBase software

Entered Veterans affairs information for compliance and tracking needs

Forwarded information by receiving and distributing communications, collecting and mailing correspondence letters when necessary, and copying required information

# education

## Wilmington College – Wilmington, OH – Bachelor of Accounting & Business Administration

* + 3.8 GPA
  + Green Key Honor Society

**Southern State Community College – Hillsboro, OH – Associates of Accounting**

* 3.9 GPA

**Southern State Community College – Hillsboro, OH – Associate of Arts**

* 3.9 GPA