1. Utilized talents and expertise to complete on-time and accurate monthly closing processes, journal entries and accruals.
2. Generated financial statements and reports detailing accounts receivable status
3. Disbursed petty cash by recording entries and verifying documentation.
4. Entered invoices requiring payment and disbursed amounts via check, electronic transfer or bank draft.
5. Managed efficient and accurate processing of invoices and check requests for [Number] of locations.
6. Paid vendors by monitoring discount opportunities and paid employees by receiving and verifying expense reports.
7. Promoted consistent accuracy of billing information by reconciling [Number] accounts monthly.
8. Verified accuracy of accounts payable payments, resulting in [Number]% reduction in payment errors and check reissues.
9. Verified vendor accounts by reconciling monthly statements and related transactions.
10. Identified cost-effective vendors and set up favorable contracts, saving $[Amount] per year in [Type] and [Type] expenses.
11. Trained and mentored new team members and managers on accounts payable systems and policies to build cohesive groups and promote operational performance.
12. Generated and submitted invoices based upon established accounts receivable schedules and terms.
13. Kept vendor files accurate and up-to-date to expedite payment processing.
14. Generated accounts payable reports for management review to aid in financial and business decision making.
15. Improved accounts payable processes and achieved [Number]% reduction in late fees.
16. Received and processed stock into inventory management system.
17. Served customers in a friendly, efficient manner following outlined steps of service.
18. Drove operational improvements which resulted in savings and improved profit margins.
19. Successfully maintain clean, valid driver's license and access to reliable transportation.
20. Maintained excellent attendance record, consistently arriving to work on time.