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## Accounts Payable Accountant Resume

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### Job Objective

Seeking an Accounts Payable Accountant position to contribute my bookkeeping and office management skills to an organization offering opportunity for improvement.

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### Highlights of Qualifications:

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- A great deal of experience in Accounts Payable
  - In depth Knowledge of generally accepted accounting principles
  - Excellent ability to verify the accuracy and completeness of vendor's original invoice
  - Strong ability in Preparing vendor and employee checks
  - Excellent interpersonal and communication skills
  - Excellent computer skills including Microsoft Office (advanced Excel skills) and Internet skills
  - Proficient with ERP systems, data warehouse reporting tools, MS Access, MS Excel
  - Ability to interact professionally with different personalities
  - Excellent problem-solving, analytical and conflict-resolution skills
  - Ability to multi-task to meet deadlines
  - Ability to assess, recommend and implement process improvement
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### Professional Experience:

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Accounts Payable Accountant, August 2005 – Present  
Futurestep, Inc., Ukiah, CA

- Processed and researched vendor invoices and handled accounting of the PC Purchase program, guided on reimbursements; and managed corporate credit card accounts and relocation.
- Administered the accounting activities and the corporate asset accounting.
- Processed employee expense reports, reviewed documentation and managed third party travel expenses.
- Prepared month-end journals, reconciliations, and cross charges.
- Performed monthly inter-company transactions; reviewed and researched overhead statements for accuracy during month-end, working with department managers.
- Completed management requests for special projects.

Accounts Payable Accountant, May 2000 – July 2005  
Solomon Edwards Group, Ukiah, CA

- Processed accounts payable and expense reports in accordance with established policies and procedures.
  - Prepared checks by ensuring proper support is attached for review.
  - Reconciled monthly corporate statement to support documentation and managed to resolve any discrepancies on a timely basis.
  - Responded to vendor and employee payment inquiries.
  - Prepared monthly entries to the general ledger and prepared corresponding account reconciliations and assisted in the monthly closing process.
  - Evaluated and implemented internal control policies and procedures.
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### Education:

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Bachelor's Degree in Finance, Drexel University, Philadelphia, PA

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