
ACCOUNTS PAYABLE ADMINISTRATOR RESUME

Objective:

Looking for work as an Accounts Payable Administrator today in order to further advance my skills in the industry.

Highlights of Qualifications:

- Remarkable experience in Accounts Payable
 - Sound knowledge of general accounting procedures
 - Expertise in accounts Payable, Accounts Receivable, Billing and Finance
 - Operational knowledge of imputed income required for international and domestic expense reports
 - Proficient with Quickbooks, SAP, Excel, Word and accounting applications
 - Ability to process Accounts Payable in accordance with policies and procedures
 - Familiarity with JD Edwards EnterpriseOne and DIRECT
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Professional Experience:

Accounts Payable Administrator, November 2007 – Present
Allied Building Products, Cleveland, OH

- Filed the payment request through the purchase order.
- Organized the invoices by coding them and entering details into the A P ledger.
- Administered the discrepancies in the invoices, maintained the due dates for payments.
- Coordinated between the branch and the associated vendors for payments to be made to the company.
- Audited the statements, reviewed the invoices for disposable income and procured purchase orders.

Accounts Payable Administrator, December 2001 – October 2007
Spin Master Limited, Cleveland, OH

- Audited the reports of all expenses such as claims, approvals and receipts of expenditure.
 - Reviewed the calculations on a periodical basis to adhere to the government rate schedules.
 - Maintained the records of all travel made by the company employees and made appropriate deductions of the same in the main system.
 - Facilitated the system of direct deposit and wire transfers to save time and Positive Pay files to the banks to enable them to receive payments.
 - Maintained the W-9 files for the new vendors and provided client support to the employees and vendors.
 - Streamlined all the invoices and expense report to get accurate figures, checked and corrected any code errors.
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Education:

Bachelor's Degree in Accounting, San Jose State University, San Jose, CA

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