
ACCOUNTS PAYABLE ANALYST RESUME

Job Objective:

Accounts Payable Analyst position in a reputed firm.

Highlights of Qualifications:

- Solid analytical and spreadsheet skills
 - Sound knowledge of Oracle Financials
 - Ability to understand Accounts structure charts
 - Proficient with MS Word and Excel 2007
 - Ability to work independently and meet deadlines
 - Excellent ability to communicate effectively both orally and in writing
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Professional Experience:

Accounts Payable Analyst, August 2005 – Present

Carrier Enterprise, LLC, Colorado Springs, CO

Responsible for matching invoices to appropriate purchase orders, understanding purchasing holds, and guiding buyers and others on their resolution.

Manned timely completion of unclaimed property reports to appropriate states as well as tax reporting.

Executed set-up of new vendors and reviewed processed vendor invoices accurately.

Reviewed accuracy and completeness of process refunds, expense reports and petty cash.

Addressed any vendor, invoice, and PO inquiries per request.

Processed and issued checks as back-up to Procurement Manager.

Accounts Payable Analyst, May 2000 – July 2005

ACS, A Xerox Company, Colorado Springs, CO

Accountable for daily reconciliation from sub-systems to accounts payable.

Efficiently set-up new vendors and reviewed the existing ones.

Developed and maintained expense and vendor trend analysis and reported trends to management.

Actively participated in identifying and implementing Procurement process improvements.

Administered the corporate credit card program.

Manned to troubleshoot any issues and review reports.

Education:

Bachelor's Degree in Finance, Santa Clara University, Santa Clara, CA

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