
Accounts Payable Assistant Resume

Job Objective

To secure Accounts Payable Assistant position to help contribute to the growth of the organization.

Highlights of Qualifications:

- Substantial experience of managing and executing Accounts Payable related activities
 - Extensive knowledge of invoice processing, PO match, and accounting practices
 - Operational knowledge of accounting software and general ledger system
 - Familiarity with Microsoft Office software and data entry procedures
 - Ability to create and update Accounts Payable related records, accurately
 - Ability to supervise and manage the daily mailing of various checks
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Professional Experience:

Accounts Payable Assistant
Glenn O. Hawbaker Inc., Los Angeles, CA
August 2012 – Present

Responsibilities:

- Verified and delivered purchase invoices to appropriate department for approval.
- Identified and requested all missing invoices, in a timely manner.
- Reconciled Accounts Payable statements and made necessary adjustments in general ledger.
- Prepared and submitted accurate tax information and related financial data.
- Scheduled and conducted annual AP audits and prepared proper audit reports.
- Implemented and revised department policies and procedures related to Accounts Payable.

Accounts Payable Assistant
EOG Resources, Inc, Los Angeles, CA
May 2009 – July 2012

Responsibilities:

- Handled and processed checks, wire transfers, and other payment transactions.
 - Managed, scanned, and verified all invoices and related documents, properly.
 - Created and maintained correct Accounts Payable files and journal entries.
 - Detected and evaluated all Accounts Payable discrepancies, in an efficient manner.
 - Collected payment dues and resolved all cases of overpayment, as assigned.
 - Oversaw and assisted with assessment and improvement of AP payment process.
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Education:

Bachelor's Degree in Finance
Gratz College, Melrose Park, PA

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