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## Accounts Payable Coordinator Resume

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### Job Objective

Seeking a position as Accounts Payable Coordinator in a reputed organization where I can utilize my knowledge and experience.

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### Work Experience:

Accounts Payable Coordinator, August 2005 – Present  
Aerotek Professional Services, Arcadia, CA

- Handled all functions related to account payable for multiple subsidiary offices.
- Ensured proper coding, voucher entries and prepared daily check runs.
- Set up new vendors and maintained vendor database and files.
- Assisted in preparation of journal entries for monthly financial statements.
- Handled accounts payable related inquiries.
- Assisted in bank and GL account reconciliations.
- Reviewed all invoices for price discrepancies and accuracy.

Accounts Payable Coordinator, May 2000 – July 2005  
Kforce Finance & Accounting Staffing, Arcadia, CA

- Recommended changes to department policy and procedure to ensure integrity of the related systems.
  - Reviewed statistical reports, anticipated problems.
  - Ensured accurate financial transaction and inventory management.
  - Maintained disbursement record and recommended revisions to the existing schedule and procedures.
  - Determined and recommended adequate financial and internal controls.
  - Reviewed and evaluated and assisted with the development system design documents.
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### Summary of Qualifications:

- Strong accomplished experience in Accounts payable
  - In depth knowledge of the application of data processing techniques to accounting systems
  - Excellent knowledge of standard concepts, practices, and procedures in Accounts Payable and GAAP
  - Proficient in Microsoft Office applications, Platinum, QuickBooks and Dynamics AX
  - Good accounting, organizational and communications skills
  - Amazing ability to prioritize and work independently
  - Excellent ability to follow through with tasks and projects to completion in a timely manner
  - Remarkable customer service and detail orientation skills
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### Education:

High School Diploma, Whitney M. Young Magnet High School, Chicago, IL

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