
Accounts Payable Manager Resume

Job Objective

To obtain a position of Accounts Payable Manager where my skills can be fully utilized.

Highlights of Qualifications:

- Substantial experience in EFT and Vendor Account Reconciliation
 - Wide knowledge of manufacturing and accounts payable environment
 - Good knowledge of accounting software such as Dynamics
 - Solid understanding of calculating discounts and commissions
 - Technical ability to perform purchase order tracking
 - Immense ability to use accounts payable software such as SAP
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Professional Experience:

Accounts Payable Manager
Continental Realty Corporation, San Antonio, TX
November 2014 – Present

Responsibilities:

- Documented owned assets, invoice payments and expense coding.
- Prepared documentation of vendor requisition forms and invoices.
- Reviewed and updated liquidity reports and accounts payable register.
- Maintained vendor relations and suggested enhancements for payment efficiency.
- Implemented accounts payable conversions for new businesses.
- Assisted in processing of payroll and administrative functions.

Accounts Payable Specialist
GlobTek Inc., San Antonio, TX
August 2012 – October 2014

Responsibilities:

- Implemented general accounting tasks as per established guidelines.
- Assisted in new vendor setups using W9 tracking.
- Updated licenses and participated in invoice processing.
- Resolved vendor inquiries and conducted research of posted invoices.
- Prepared documentation of customer purchase orders.
- Created accounts payable checks and provided front desk support.

Accounts Payable Associate
MSC Industrial Supply Co., San Antonio, TX
May 2009 – July 2012

Responsibilities:

- Documented owned assets, invoice payments and expense coding.
- Prepared documentation of vendor requisition forms and invoices.
- Reviewed and updated liquidity reports and accounts payable register.
- Maintained vendor relations and suggested enhancements for payment efficiency.
- Implemented accounts payable conversions for new businesses.
- Assisted in processing of payroll and administrative functions.

Accounts Payable Specialist
GlobTek Inc., San Antonio, TX
August 2012 – October 2014

Education:

Master's Degree in Accounting and Financial Management
North Carolina A&T State University, Greensboro, NC

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