
Accounts Payable Processor Resume

Job Objective

Obtain work as Accounts Payable Processor.

Highlights of Qualifications:

- Strong experience in general ledger accounting and payables associated procedures
 - Deep knowledge of purchasing and payable processes and related accounting best practices
 - Profound knowledge of basic systems and functions in accounting
 - Wide knowledge of Oracle Accounts Payable and sales tax
 - Skilled at identifying discrepancies and working with accounting details
 - Ability to manage confidential matter and information secretly in professional way
 - Ability to learn and use new accounting software programs
 - Ability to conceptualize and assort date appropriately to identify and resolve existing accounting problem
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Professional Experience:

Accounts Payable Processor
DaVita, Inc., Rexton, MI
August 2007 – Present

- Processed and managed large scale invoices into PeopleSoft Financials appropriately and within given timeframe.
- Complied with established rules and process to code and maintain invoices.
- Ensured to process and allocate customer service query and questions as received.
- Interacted with customers to solve inaccurate invoice information related problems.
- Arranged processed invoices and segregated same for imaging and scanning.
- Administered service calls, complaints and inquires received from customers.
- Provided assistance in working on exclusive projects and research tasks.

Accounts Payable Processor
Airgas Inc., Rexton, MI
May 2004 – July 2007

- Performed different clerical functions in adherence with established procedures.
 - Interacted with outside agencies and inside departments to solve assigned accounting problems.
 - Performed task of accounts related data entry into relevant system.
 - Provided assistance to accounts department with paper filing, mails segregation and distribution.
 - Ensured to file all payment copies accurately in assigned space.
 - Provided timely and necessary service to all customers.
 - Performed all routine tasks in professional way keeping up with ethics and culture of First Tennessee Bank.
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Education:

Bachelor's Degree in Accounting
Peru State College, Peru, NE

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