
Accounts Payable Supervisor Resume

Job Objective

To secure Accounts Payable Supervisor job where my abilities and experiences will help me advance in the field.

Highlights of Qualifications:

- Vast supervisory experience in high volume Accounts Payable environment
 - Profound knowledge of Accounts Payable processing
 - Skilled in using automated invoice processing and approval routing tools
 - Extensive knowledge of reviewing and processing vouchers, credits, receipts and payments
 - Proficient in SAP, Oracle, and Microsoft Office (Word, Excel, PowerPoint, Outlook)
 - Immense ability to adapt to changing circumstances and lead change
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Professional Experience:

Accounts Payable Supervisor, August 2005 to till date
INVISTA, Gardena, CA

- Reviewed time sheet information and obtained additional paperwork where necessary.
- Analyzed, reported and escalated various inventory discrepancy spreadsheets and forwarded to appropriate locations.
- Analyzed Inventory Receiving Logs and posted for month end closing.
- Examined and checked for invoice approval from the field and reviewed invoice pricing.
- Entered appropriate invoice coding, matched invoice to purchase order and reviewed voucher packages.

Accounts Payable Supervisor, June 2002 to July 2005
Reckitt Benckiser, Gardena, CA

- Ensured the Accounts Payable month end close process is completed timely and accurately.
 - Conducted monthly AP accrual account reconciliation.
 - Analyzed and closed invoice batches daily and documented AP internal controls and procedures.
 - Enforced and complied with the documented internal controls surrounding assigned Accounts Payable processes.
 - Supervised, coached and developed direct reports.
 - Established goals and administered performance reviews with direct reports.
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Education:

Bachelor's Degree in Accounting, Navarro College, Corsicana, TX

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