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## AP Accountant Resume

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### Job Objective

To obtain an AP Accountant position where my administrative experience, inspiration and a dedication to excellence will be utilized.

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### Highlights of Qualifications:

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- In depth knowledge of accounting concepts related to accounts payable
  - Outstanding attention to detail and time management skills
  - Discreet handling of personal, sensitive and confidential information and documentation
  - Ability to perform multiple tasks simultaneously and meet deadlines
  - Ability to work both unsupervised and within a team
  - Ability to reconcile accounting records with external data
  - Excellent communication skills, both verbal and written
  - Strong analytical, interpersonal, organizational Skills
  - Ability to handle personal, sensitive and confidential information and documentation
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### Professional Experience:

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AP Accountant, August 2005 – Present  
LIG, Wheeling, IL

- Acted as liaison between accounting and other divisions.
- Coordinated with the management for additional training, as well as training others on policies, procedures and systems.
- Interfaced with clients and business partners.
- Handled cash, bank reconciliations, and bank deposits and invoicing.
- Provided domestic and international invoice assistance to Shared Service Center.
- Analyzed and prepared annual maintenance billings.

AP Accountant, May 2000 – July 2005  
Axis, Wheeling, IL

- Provided assistance in the final process to Finance Management and Shared Service Center.
  - Ensured revenues are recorded properly for appropriate management reporting.
  - Assisted customers with invoice related or other ad hoc questions.
  - Assisted the Shared Service Center in any Accounts Payable inquiry, employee expense reimbursement issue, or cash application issues.
  - Confirmed accurate maintenance of Bad Debt Reserve, Accounts Receivable and Remitted Income Balance Sheet.
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### Education:

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Bachelor's Degree in Accounting, University of Baltimore, Baltimore, MD

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