
AP Accountant Resume

Job Objective

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

Highlights of Qualifications:

- 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:

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:

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

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