
AP Supervisor Resume

Job Objective

An experienced AP Supervisor searching a position with an industry in which to practice my skills and put my training to good use.

Highlights of Qualifications:

- Hands-on experience working as a Accounts Payable Supervisor in an accounting environment
 - In-depth knowledge of reconciling account, vendor records and general ledger reporting
 - Expert in matching purchase orders, receipts and invoices
 - Proficient with PeopleSoft A/P system and Purchase Order based system
 - Strong project management skills with proficiency in automation and re-engineering processes
 - Skilled in dealing with vendors and department support calls
 - Immense ability to influence, lead and drive closure to all matters
 - Exceptional ability to influence, train and mentor staff to achieve objectives
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Professional Experience:

AP Supervisor, August 2005 to till date
WorldLink Inc., Baton Rouge, LA

- Accountable for the day-to-day supervision of Trade payables clerks.
- Researched A/P Trade issues for the various departments.
- Reconciled Trade payable discrepancies with vendors and helped in resolving disputes.
- Generated daily and weekly check runs, printed and distributed the Trade payable checks.
- Coordinated implementation of processes and systems to enhance internal controls of duties for the company, department and A/P Trade team.
- Contributed to team effort and atmosphere by achieving related results as needed and other duties as assigned.

AP Supervisor, June 2002 to July 2005
Accounting Principals, Baton Rouge, LA

- Supervised and developed accounts payable analysts and clerical staff.
 - Developed and monitored weekly reports including the goods received and invoice received.
 - Supervised all types of cash transaction activities.
 - Performed month-end closing activities such as balancing of the operating account, balance sheet reconciliations, expense review and accruals.
 - Ensured that all staff have individual development plan and received proper training.
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Education:

Bachelor's Degree in Accounting, Hesston College, Hesston, KS

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