
Voucher Examiner Resume

Job Objective

Experienced Voucher Examiner seeking position with well-established business where my skills, training and experience can be of value.

Highlights of Qualifications:

- Profound knowledge of GAAP accounting
 - Ability to use standard financial software applications
 - Ability to work independently and interpret and apply regular requirements
 - Ability to identify potentially fraudulent claims and report them to the appropriate personnel
 - Ability to effectively write letters, reports, procedures
 - Proficient with computers, Microsoft Word, Excel and Outlook
 - Excellent and effective communication skills
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Professional Experience:

Voucher Examiner, August 2005 – Present
Veterans Affairs, Santa Clara, CA

- Processed a wide variety of travel payments.
- Ensured that all required documentation is presented prior to payment.
- Determined appropriate method of payment on complex issues.
- Verified fiscal code on disbursement documents to ascertain payments are accurately recorded.
- Maintained required supporting documents and official money papers for all processed payments.
- Prepared and distributed tax documents to vendors and appropriate agencies.
- Assisted with the orderly updates and conversion of system change that affect payment processing.

Voucher Examiner, May 2000 – July 2005
Indian Health Service, Santa Clara, CA

- Prepared disbursement (payment) vouchers for approved expenditures ensuring authorized signatories.
 - Analyzed the status of outstanding payments and entered data in advance tracker to be updated immediately following relevant transaction.
 - Reviewed, audited and processed payments to project vendors, consultants, subcontractors and other suppliers of goods and services.
 - Maintained and updated accounting and financial documents, including reproduction and filing.
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Education:

Bachelor's Degree in Accounting and Finance, Columbia Basin College, Pasco, WA

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