

NAME

email | www.linkedin.com/in/ | phone number

Accounts Payable Manager

A highly motivated Accounts Payable Accountant-Specialist with demonstrated experience in providing exceptional service to key clients significantly increasing productivity while ensuring accurate documentation and reporting. Expertise in the areas of Accounts Payable/Accounts Receivable, Analysis, Reporting and departmental best practices. Exceptional academic and hands-on qualifications including my XX degree combined with XX years of hands-on experience in the industry. Excellent communicator and presenter who works well with individuals at all levels of a corporation. Superior technical and multitasking skills with the ability to integrate technology to increase accuracy and efficiency of accounting practices.

Core Competencies

- Account Payable
- Balance Sheet
- Team Management
- Technical Analysis
- Accounts Receivable
- Training
- Payroll
- Cash Flow Projections
- Leadership

Work Experience

ZipJob, New York City, NY
Accounts Payable Manager

Year – Present

- *Direct management of 3 AP Specialist, invoice payment processing, vendor management, certain general ledger close activities, resolution of external and internal customer inquiries and operational improvement initiatives.*
- *Worked with senior leadership to review issues/discrepancies and managed projects through conclusion.*
- *Built and developed junior accounting team members into skilled professionals, working cohesively as a department to maintain high quality work.*
- *Reviewed all invoices for documentation and approval prior to payments.*
- *Printed and obtained signatures for AP checks.*
- *Acted as a liaison between corporate office and branch departments.*
- *Answered all vendor questions and inquiries.*
- *Maintained all accounts payable reports, spreadsheets and corporate AP files.*
- *Assisted corporate financial officers and branch personnel as needed.*
- *Managed monthly closing procedures and prepared analysis of accounts.*

ZipJob, New York City, NY
Accounts Specialist

Year – Year

- *Managed the AP/AR and weekly billing; followed-up on collections and general ledger postings.*
- *Responsible for all cash disbursements, journal entries, bank reconciliations, and credit cards accounts.*
- *Developed monthly closing statements/developed policies and procedures to improve the efficiency of accounts receivable, accounts payable, and other accounting tasks.*
- *Increased efficiency of payroll management by developing a procedure for organizing and maintaining payroll records for hourly and salaried employees; maintained record of absent and tardy employees daily.*
- *Reconciled and paid all voluntary and involuntary deductions and benefits; print payroll checks and stubs.*
- *Posted debits and credits to relevant ledgers and spreadsheets; prepared and processed bank deposits.*
- *Created invoices and tracked overdue accounts. Reconciled bank accounts.*

Education

Bachelor of Science | New York University, NY

Accounts Payable Resume Sample

Katrin Zwirglmaier

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the name bar.

Accounts Payable Resume Sample:

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