

Accounts Payable Specialist

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SUMMARY

Diligent accounts payable specialist with five years processing high-volume invoices through three-way match in SAP, recognized for capturing early-payment discounts and stopping duplicate payments before they cleared.

EXPERIENCE

Accounts Payable Specialist, Granite Peak Manufacturing

2021 – Present

City, ST

- Processed 1,100-plus vendor invoices monthly through three-way match in SAP, holding exception rates under 3%.
- Captured \$96,000 in annual early-payment discounts by prioritizing the AP queue against payment terms.
- Prevented 14 duplicate payments totaling \$52,000 by tightening the invoice-entry verification step.
- Managed a 300-vendor master file, validating banking and W-9 details before releasing any payment.
- Ran weekly payment batches via ACH and check, reconciling each to the AP subledger before posting.
- Resolved roughly 25 vendor disputes monthly, clearing aged items and protecting supplier relationships.
- Cut average invoice cycle time from nine days to five by routing approvals through an automated workflow.
- Prepared month-end AP accruals and supported the close with reconciled vendor statements.

Accounts Payable Clerk, Summit Hospitality Group

2018 – 2021

City, ST

- Entered and coded around 600 invoices per month to the correct cost centers across six properties.
- Matched purchase orders, receipts, and invoices, flagging mismatches for resolution before payment.
- Processed expense reimbursements for 80 staff, verifying receipts against the company travel policy.
- Reconciled vendor statements monthly and cleared aged credits to keep the AP ledger current.
- Responded to vendor payment inquiries, resolving 90% within one business day.
- Assisted the year-end 1099 process by validating vendor tax-classification data.

EDUCATION

Associate of Applied Science in Accounting

2016 – 2018

Community College — City, ST

SKILLS

Invoice processing · Three-way matching · SAP accounts payable · Payment runs · Early-payment discounts-
· Duplicate-payment prevention · Vendor management · Account reconciliation · Expense report auditing · 1099
preparation · AP automation workflows · Microsoft Excel