

### JESSE KENDALL

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### ACCOUNTS PAYABLE CLERK

*Dedicated to accuracy, automation, financial control, and performance excellence*

### COMPETITIVE ADVANTAGES

Analytical [accounting](#) professional with extensive experience in accurate preparation, analysis, and reporting of financial performance. Proficient in management of accounts payable, [accounts receivable](#), financial reporting, and account reconciliations. Exceptional financial analysis skills. Instrumental in streamlining office functions to automate systems, enhance productivity, and maximize financial control. Effectively analyze situations and provide innovative solutions.

### AREAS OF EXCELLENCE

- Financial Reporting
- Quarterly/ UIC Reports
- Accounts Payable/ Receivable
- Payment Processing
- Inventory Count/ Value
- Financial Statement Preparation
- Journal Entries
- Sales Costs/ Profits
- Month End Reporting

### ACCOUNTS PAYABLE PROCESSING

#### ACCOUNTS PAYABLE CLERK

/ ABC CONSTRUCTION, Dickinson, ND – 20xx to 20xx

Organized thousands of invoices and purchase orders according to building projects for this \$30 million construction company. Entered and paid invoices via Accpac job-cost accounting software. Maintained subcontracts for jobs and verified payment histories toward contracts. Administered purchase order books to superintendents and project managers and tracked books via Excel. Reconciled vendor account statements and researched variances. Prepared annual 1099s.

#### DELIVERED RESULTS:

- Played a key role in the company's saving \$10,000 annually in early payment discounts by streamlining the payable process and making payments twice a month according to a specific schedule.
- Restructured the purchase order approval process, which allowed project managers to submit invoices for payment faster. Gained greater control of the monthly accounts payable process; recommended project managers be accountable for policies and deadlines.

#### ACCOUNT PAYABLES CLERK

/ BCD INTERNATIONAL, Dickinson, ND – 20xx to 20xx

Collaborated with project managers on customer invoices and billing issues. Entered approved vouchers and invoices into the accounts payable subledger of Oracle. Instructed and trained other accounts payable associates.

Performed month-end journal entries and reconciliations. Resolved inventory issues in collaboration with vendors.

### DELIVERED RESULTS:

- Resolved transaction and invoice issues in collaboration with associates and supervisors.
- Hired as a temporary associate and became a permanent Accounts Payable Clerk in just four weeks.
- Spearheaded bank consolidations.

### EDUCATION & SKILLS

**Bachelor of Science in Accounting, GPA 3.5, [University](#) of XYZ – Phoenix, AZ, 20xx**

Professional Training: Certified QuickBooks ProAdvisor; Authorized IRS E-file Provider

Intuit ProSeries | QuickBooks Enterprise Solutions | CyberPay | CyberTax | [Peachtree Premium Accounting](#) |  
Oracle Intuit Client Manager | Intuit Customer Manager | Excel | PowerPoint | Word