

Charis Roederer

Accounts Payable Analyst

Profile

Diligent Accounts Payable Analyst with 1 year of experience in managing financial transactions, streamlining payment processes, and ensuring accurate record-keeping. Proficient in various accounting software and known for exceptional analytical skills, attention to detail, and ability to maintain strong relationships with vendors. Committed to improving efficiency and accuracy in accounts payable functions to support organizational growth and success.

Employment History

Accounts Payable Analyst at Blackbaud, Inc., SC

Apr 2023 - Present

- Successfully reduced invoice processing time by 30% by implementing a new automated workflow system, which resulted in improved efficiency and reduced manual errors for the accounts payable department.
- Achieved a 95% on-time payment rate for vendor invoices, surpassing the company's target of 90%, by closely monitoring due dates and maintaining strong relationships with vendors, ensuring smooth business operations.
- Identified and resolved over \$50,000 in duplicate and erroneous payments within a year through meticulous invoice review and reconciliation, directly contributing to cost savings for Blackbaud, Inc.

Accounts Payable Specialist at BMW Manufacturing Co. LLC, SC

Aug 2022 - Mar 2023

- Successfully reduced invoice processing time by 30% by implementing a new automated accounts payable system, leading to increased efficiency and accuracy in the department.
- Streamlined the vendor payment process, resulting in a 25% reduction in late fees and a savings of \$50,000 annually for BMW Manufacturing Co. LLC, SC.
- Identified and resolved over \$100,000 in duplicate payments and discrepancies through meticulous reconciliation and analysis, ensuring accurate financial reporting.
- Trained and mentored a team of 5 junior accounts payable specialists, improving their productivity by 20% and reducing errors by 15%.

Education

Bachelor of Science in Accounting at University of South Carolina, Columbia, SC

Sep 2018 - May 2022

Relevant Coursework: Financial Accounting, Managerial Accounting, Auditing, Taxation, Corporate Finance, Cost Accounting, Financial Reporting, Accounting Information Systems, Intermediate Accounting, Advanced Accounting, Government & Non-Profit Accounting, and Business Law.

Details

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Links

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Skills

QuickBooks



Excel




SAP



Oracle



Data analysis



Reconciliation



Invoicing



Languages

English



Japanese



Hobbies

Photography

Gardening

Playing musical instruments