

MADLENE ELIOTT

Accounts Payable Assistant

madlene.eliott@gmail.com

(246) 022-9962

123 Elm Street, Oklahoma City, OK 73102



PROFILE

Detail-oriented Accounts Payable Assistant with 1 year of experience in accurately processing invoices, managing payment schedules, and resolving discrepancies. Proficient in accounting software and adept at maintaining organized records. Strong communication skills and commitment to fostering positive vendor relationships. Demonstrates a solid understanding of accounting principles and a proactive approach to problem-solving.

LINKS

[linkedin.com/in/madleneeliott](https://www.linkedin.com/in/madleneeliott)

SKILLS

QuickBooks

Excel

Data Entry

Invoicing

Reconciliation

SAP

Financial Reporting

LANGUAGES

English

Russian

HOBBIES

Organizing social events

Scrapbooking

EMPLOYMENT HISTORY

● Accounts Payable Assistant at Paycom, OK

Apr 2023 - Present

- Successfully processed over 1,000 invoices per month with a 99% accuracy rate, ensuring timely and accurate vendor payments and maintaining positive vendor relationships.
- Streamlined the accounts payable process by implementing an electronic filing system, reducing processing time by 25% and increasing overall department efficiency.
- Identified and resolved over \$50,000 in invoice discrepancies within a year, preventing potential financial losses and improving the company's bottom line.

● Accounts Payable Clerk at ONE Gas, OK

Jul 2022 - Mar 2023

- Successfully processed and managed an average of 500 invoices per month, resulting in timely payments and maintaining positive relationships with vendors.
- Streamlined the accounts payable process by implementing a new software system, which reduced processing time by 20% and improved overall efficiency in the department.
- Identified and resolved a recurring discrepancy in vendor payments, saving the company over \$10,000 annually by correcting invoicing errors and negotiating with suppliers for more favorable payment terms.

EDUCATION

Associate of Applied Science in Accounting at Oklahoma City Community College, Oklahoma City, OK

Sep 2018 - May 2022

Relevant Coursework: Financial Accounting, Managerial Accounting, Taxation, Auditing, Cost Accounting, Accounting Information Systems, Business Law, and Financial Management.

CERTIFICATES

Certified Accounts Payable Associate (CAPA)

Jun 2021

Certified Bookkeeper (CB)

Mar 2020

MEMBERSHIPS