

Atlee Ruckle

Accounts Payable Clerk

Profile

Dedicated Accounts Payable Clerk with 1 year of experience in managing accurate and efficient payment processing. Proficient in data entry, invoice verification, and vendor communication. Demonstrates strong analytical skills, attention to detail, and commitment to maintaining confidentiality. Adept at learning new software and streamlining processes to improve efficiency.

Employment History

Accounts Payable Specialist at Micron Technology Inc., ID

Mar 2023 - Present

- Successfully processed over 1,000 invoices per month with a 99% accuracy rate, resulting in timely payments and improved vendor relationships.
- Streamlined the accounts payable process by implementing a new automated system, reducing processing time by 25% and increasing team efficiency.
- Identified and resolved \$50,000 in duplicate and erroneous payments within a six-month period, saving the company valuable resources and maintaining a strong financial standing.
- Collaborated with cross-functional teams to reconcile over \$500,000 in outstanding account balances within three months, ensuring accurate financial reporting and compliance with company policies.

Accounts Payable Assistant at St. Luke's Health System, ID

Jul 2022 - Jan 2023

- Successfully processed over 1,500 invoices per month with a 98% on-time payment rate, contributing to St. Luke's Health System's positive vendor relationships and efficient cash flow management.
- Streamlined the accounts payable process by implementing a new digital filing system, reducing invoice processing time by 30% and increasing departmental productivity.
- Identified and resolved over 40 duplicate payments and billing errors within a six-month period, resulting in a cost savings of \$25,000 for St. Luke's Health System.
- Assisted in the successful transition to a new accounting software, which reduced manual data entry by 20% and improved the overall accuracy of financial reporting.

Certificates

Certified Accounts Payable Associate (CAPA)

Jan 2022

✉ atlee.ruckle@gmail.com

☎ (507) 383-6291

📍 123 Maple St, Boise, ID 83702

Education

Associate of Applied Science in Accounting at College of Southern Idaho, Twin Falls, ID

Aug 2017 - May 2022

Relevant Coursework: Financial Accounting, Managerial Accounting, Taxation, Auditing, Cost Accounting, Financial Analysis, Payroll Accounting, and Accounting Information Systems.

Links

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

Skills

QuickBooks proficiency

Excel expertise

Data entry accuracy

Invoice processing

Reconciliation abilities

SAP knowledge

Vendor communication

Languages

English

Arabic

Hobbies