

Darnise Berwind

Accounts Payable Coordinator

Details

darnise.berwind@gmail.com

(814) 271-4800

123 Main St, Wichita, KS 67202

Profile

Results-driven Accounts Payable Coordinator with 1 year of experience in managing accurate and timely processing of invoices, vendor payments, and financial reporting. Demonstrates solid understanding of accounting principles, strong analytical skills, and excellent attention to detail. Adept at maintaining vendor relationships, ensuring compliance with policies, and improving efficiency in the accounts payable process.

Employment History

Accounts Payable Coordinator at Kansas Medical Clinic, KS

Apr 2023 - Present

- Successfully reduced invoice processing time by 30% through the implementation of a new automated accounts payable system, resulting in increased efficiency and accuracy for Kansas Medical Clinic.
- Streamlined vendor payment process, leading to a 15% reduction in late payments and improved vendor relationships, which contributed to a 10% increase in on-time delivery of medical supplies and equipment.
- Conducted a thorough audit of past account transactions, identifying and resolving over \$50,000 in discrepancies, ensuring accurate financial reporting and compliance with industry regulations.

Accounts Payable Assistant at Spirit AeroSystems, KS

Sep 2022 - Feb 2023

- Successfully processed over 10,000 invoices per year for Spirit AeroSystems, ensuring timely payments to suppliers and maintaining strong vendor relationships.
- Streamlined the accounts payable process by implementing a new software system, resulting in a 25% reduction in processing time and a 15% decrease in errors.
- Consistently achieved a 98% accuracy rate in invoice data entry and payment processing, ensuring compliance with company policies and reducing financial discrepancies.

Education

Associate of Applied Science in Accounting at Johnson County Community College, Overland Park, KS

Aug 2018 - May 2022

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