

Jan Leaf

Accounts Payable Clerk

Profile

As an Accounts Payable Clerk with over a year of experience, I successfully managed various financial transactions and ensured the timely and accurate processing of vendor invoices, expense reports, and payment transactions. My strong attention to detail and ability to maintain accurate records contributed to the overall efficiency of the accounting department. I collaborated effectively with both internal and external stakeholders, resolving discrepancies and ensuring all documentation was in compliance with company policies and procedures. By continually seeking opportunities for process improvement, I streamlined workflows and contributed to the overall financial stability of the organization.

Employment History

Accounts Payable Clerk at Associated Bank, WI

Mar 2023 - Present

- Successfully managed and processed over 1,000 invoices monthly, ensuring timely payments and maintaining a 99% accuracy rate in data entry.
- Streamlined the accounts payable process by implementing an electronic approval system, reducing invoice processing time by 30% and increasing overall efficiency.
- Identified and resolved over \$50,000 in duplicate payments and discrepancies through meticulous attention to detail and thorough auditing of payment records.
- Assisted in the successful transition to a new accounting software system, leading to a 20% increase in productivity and improved financial reporting capabilities.

Accounts Payable Assistant at Kohler Co., WI

Jul 2022 - Feb 2023

- Processed over 1,000 invoices per month with a 99% accuracy rate, ensuring timely and accurate vendor payments for Kohler Co.
- Reduced invoice discrepancies by 25% through implementing new invoice matching procedures, resulting in improved vendor relationships and fewer payment disputes.
- Streamlined the accounts payable process by implementing an automated system, reducing invoice processing time by 50% and increasing overall department efficiency.
- Assisted in the successful completion of annual financial audits by providing necessary documentation and reconciliations, contributing to a clean audit report for Kohler Co.

Certificates

Certified Accounts Payable Associate (CAPA)

May 2021

✉ jan.leaf@gmail.com

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📍 1234 Maple Street, Green Bay, WI 54301

Education

Associate of Applied Science in Accounting at Lakeshore Technical College, Cleveland, WI

Sep 2017 - May 2022

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

Links

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

Skills

Accounts payable processing

Invoice verification

Data entry accuracy

Vendor communication

Reconciliation skills

Problem-solving abilities

Time management

Languages

English

Portuguese