

Alyonna Opacic

Accounts Payable Clerk

- ✉ alyonna.opacic@gmail.com
- ☎ (371) 869-8806
- 📍 Nashville, TN

EDUCATION

Associate's Degree in Accounting at Nashville State Community College, TN

Aug 2018 - May 2022

Relevant Coursework: Accounting Principles, Financial Accounting, Managerial Accounting, Cost Accounting, Federal Tax Accounting, Auditing, and Business Law.

LINKS

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

SKILLS

- Accounts Payable
- Data Entry
- Reconciliation
- Problem Solving
- Time Management
- Attention to Detail
- Communication

LANGUAGES

- English
- Hindi

HOBBIES

- Cooking
- Gardening
- Crafting

PROFILE

I am an experienced Accounts Payable Clerk with over 1 year of experience. I have a proven ability to accurately and efficiently process invoices, reconcile vendor statements, and maintain vendor relationships. I have experience in the use of various accounting software, including Quickbooks, and have the ability to prioritize tasks and manage multiple projects. I am detail-oriented, organized, and have excellent problem-solving skills that have allowed me to effectively complete projects in a timely manner. I am also a team player and able to collaborate with other members of the accounting team.

EMPLOYMENT HISTORY

- **Accounts Payable Clerk at National General Insurance - Nashville, TN, TN**
Nov 2022 - Present
 - Processed 3,000 invoices per month for National General Insurance - Nashville, TN. This included reviewing and verifying accuracy of data on each invoice as well as ensuring timely payment to vendors.
 - Reconciled accounts payable ledgers with general ledger monthly; identified discrepancies in vendor payments or accounting entries resulting from coding errors and corrected them quickly.
 - Automated the entire Accounts Payable process by introducing a new cloud-based software that reduced processing time by 40%. This resulted in improved efficiency throughout the department and saved \$50K annually in labor costs.
 - Led successful implementation of fraud prevention procedures which decreased instances of fraudulent activity related to payables transactions by 75% over two years saving an additional \$100K+ yearly expenses due to potential fraud losses.
- **Accounts Payable Assistant at Dollar General - Goodlettsville, TN, TN**
Sep 2022 - Sep 2022
 - Reconciled over \$2M in vendor payments, resulting in a 98% accuracy rate.
 - Processed an average of 500 invoices per month within the required payment terms and deadlines.
 - Resolved discrepancies with vendors on invoice disputes to ensure timely payments worth more than \$500K annually.
 - Developed new procedures for processing accounts payable transactions that decreased time spent by 25%.

CERTIFICATES

Certified Accounts Payable Professional (CAPP)
Oct 2021

Certified Automated Accounting Specialist (CAAS)
Apr 2020

MEMBERSHIPS

- Institute of Financial Operations
- American Association of Professional Accounts