

OLIVIA CAMPOS

Accounts Payable Clerk

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☎ (123) 456-7890

📍 Denver, CO

🌐 [LinkedIn](#)

WORK EXPERIENCE

Accounts Payable Specialist

Barrier Free Living

📅 2018 - current

📍 Denver, CO

- Handled all accounting work necessary to process accounts payable at an increased rate of 13% due to typing speed, organized approach, and time management
- Negotiated contract changes with vendors to save the company \$34k in extra fees and unnecessary services
- Maintained AP vendor database, contacted vendors for Certificate of Insurance, W-9s, and updated records
- Processed check runs 4 times per month, mailed checks upon approval, and filed check stubs with invoices
- Led and trained 3 clerks in accounts management and collaborated with the team for an annual review audit

Accounts Payable Clerk

Vicar Operating

📅 2016 - 2017

📍 Denver, CO

- Matched purchase orders to invoices, and entered invoices into accounting software according to department policies
- Identified 98% of errors and discrepancies, resolving issues before releasing payment by communicating and negotiating with vendors
- Charged expenses to accounts and cost centers by analyzing expense reports and recording entries
- Reconciled accounts receivable and unbilled receivables, and researched and resolved all discrepancies within 2 business days

Cashier

Home Depot

📅 2014 - 2016

📍 Denver, CO

- Operated the cash register, handling all payment types and inspecting merchandise for damages, decreasing returns and exchanges by 11%
- Addressed customer complaints in a positive manner, rectifying 90% of issues without involving a supervisor, and documented all complaints for management review
- Lifted and maneuvered items weighing 55+ pounds to assist customers in retrieving and loading merchandise

EDUCATION

Associate of Applied Science
Business

Community College of Denver

📅 2012 - 2016

📍 Denver, CO

SKILLS

- Accounting Software
- Account Creation
- Task-oriented
- Record Management
- Customer Service
- Detail-driven

Sample Accounts Payable Skills Test

Gary L. Vaughan



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