**Henry C. McDougall**

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**Job Objective:**

Result-oriented, organized and experienced professional seeking the position of Accounts Payable Specialist with a company to maintain healthy client relationships by performing accurate financial operations.

**Summary of Skills:**

* Sound knowledge of accounts payable processes and management by maintaining appropriate records, performing bookkeeping, and corporate accounting
* Familiar with the financial accounting principles and proficiency in operating complex calculator to get accurate results
* Capable of paying attention to minute details and handle deadlines under highly stressful situations
* Strong background in bookkeeping and preparing concise monthly reports
* Excellent computer skills along with proficiency in operating the AP, payroll and accounting software
* Exceptional organizational and analytical skills
* Strong interpersonal and communication skills

**Work Experience:**

Accounts Payable Clerk

Yusen Logistics, Manhattan, NY

April 2016 – Present

* Sorting, verifying, and coding invoices and ensuring timely payments
* Providing accounting, administrative, and clerical support
* Reconciling expense and invoice reports as per set policies and procedures
* Matching purchase orders with invoices and entering details into computer
* Collecting details of travel expenses from employees and issuing payments
* Participating in training and seminars to update job knowledge
* Answering vendor questions through emails or phone calls, and resolving discrepancies in invoices

Accounts Payable Assistant

Ferguson Enterprises Pvt. Ltd., Manhattan, NY

November 2014 – March 2016

* Calculated sales and other applicable taxes on paid invoices and drafted reports
* Cross-checked invoices with purchase orders and prepared checks for vendors
* Entered vendors' invoices in the database system, and set a reminder for issuing payments in time
* Collected requisitions from purchase orders and acknowledgement of goods received from the purchase department for further processing
* Assembled and completed invoices withing 30 days of goods received
* Assisted in internal and external audit

**Internship:**

Accounts Payable Staff Intern (part-time)

Sol Systems, Manhattan, NY

August 2013 – October 2014

* Matched requisitions with invoices for making accurate payment
* Prepared physical and digital files for vendors and assigned voucher numbers
* Verified invoices and prepared reports
* Reviewed bulk invoices reports from the accounting software per week, and used PDF application to split it into individual invoices
* Maintained copies of invoices, checks, vouchers, and vendor files
* Identified, reviewed and reconciled discrepancies in invoices
* Verified requirements and processed internal checks

**Education:**

* Bachelor's Degree in Accounting and Finance  
  New York University, Manhattan, NY   
  2013

**Reference:**

On request.