**Jeffry D. Summer**

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**Job Objective:**

Highly dedicated, enthusiastic, and experienced professional looking for the position of Accounts Payable Clerk with 'ABC Corporation' to use my knowledge for maintaining accuracy in account payable records, and ensuring long-term relations with the clients.

**Summary of Skills:**

* Working knowledge of accounting payable responsibilities along with operational knowledge of QuickBooks software
* Competency in processing payments, verifying receipts, after checking orders from the vendors, and preparing accurate financial report
* Ability to pay attention to details, and work in fast-paced environment with multitasking abilities for successful completion of duties
* Capable of solving accounting discrepancies by maintaining accurate entries in the database
* Ability to maintain confidentiality of the client or company information
* Excellent computer skills with efficiency in Microsoft Word, Excel and composing professional mails
* Exceptional written and verbal communication skills

**Work Experience:**

Accounts Payable Assistant

Brightstar Enterprises, Anderson, TX

December 2016 – Present

* Maintaining an up-to-date client database along with the outstanding payments to assist in month-end closing procedures
* Responsible for answering main telephone line, and directing calls to the concerned staff to provide excellent customer service
* Promptly answering payment issues or queries via mail, fax or mail to the concerned client to maintain healthy long-term relations with them
* Developing an understanding of the General Ledger system by performing basic bookkeeping duties when required
* Entering all approved invoices in the accounts payable database to keep it updated using the QuickBooks software
* Responsible for preparing monthly postage as well as presenting the report to the senior management

Accounts Payable Assistant

Gibson Incorporation, Anderson, TX

February 2014 – November 2016

* Sorted, coded, and verified accuracy for invoices before processing payment reports to the senior management
* Took responsibility to match the invoices with proper documentation, receiving records and purchase orders
* Communicated company procedures and policies regarding processing of invoices, expense reports, petty cash, and other miscellaneous charges to new clients before signing the business deals
* Assisted Accountant Manager and Finance executive with the accounts payable issues and suggested possible solutions to solve them
* Matched invoices with purchase orders for payment processing
* Obtained additional approvals from Accounts Payable Clerk as required, and followed up on irregularities involving the same

Accounts Payable Associate Gibson Incorporation, Anderson, TX August 2012 – January 2014

* Maintained accounting ledgers by posting, and verifying accounting transactions in the database
* Reported the amount of sales tax to be paid by the company by calculating requirements on the paid invoices
* Performed various duties such as preparing payment checks, resolving payment discrepancies, and documenting order amendments
* Verified vendor accounts monthly by reconciling statements, and made accurate entries to the system database
* Worked under Accounts Payable Supervisor to reconcile the processed work by comparing entries in the system
* Provided necessary support to the accounting department by performing ad hoc duties as required

**Education:**

* Associate Degree in Accounting  
  Wilton Community College, Anderson, TX   
  2012