

ACCOUNTS PAYABLE AP - (CREDITORS) SUPERVISOR

Summary

Self-motivated Accounts Payable Specialist offerings a strong work ethic and determination to complete tasks in a timely manner. Accurate and detail-oriented with extensive accounts and clerical knowledge.

Highlights

- Accounts payable professional
- Strong communication skills
- Expert in customer relations
- Effective time management
- Attention to detail
- Resolve outstanding issues timely
- Develop and implement systems, policies and procedures

Accomplishments

Reduced credit card expenses processed on in-house system from ZAR 2.2 million to ZAR 4.96

Reduced the unresolved queries on accounts from 48 months to 30 days

Negotiated early settlement discounts with vendors

Experience

Accounts Payable AP - (Creditors) Supervisor

March 2013 to December 2015 Company Name 1/4 City , State

- Full function AP (creditors) supervision - managing AP staff office.
- Approval of AP reconciliations - authorization of payment of supplier accounts Ensure that all tax invoices submitted for payment comply with requirements.
- Update reconciliations due list on Excel & hand to relevant AP associate to balance with his / her list.
- Approve list of suppliers to be paid & hand over to AP associates to load for payment Analysis of terms and conditions of potential vendors Schedule training for staff members.
- Ensure good communication in order that all persons are fully aware of their duties and responsibilities by sending e-mails and also verbally communicating any changes / possible problems as and when they arise.
- Communicate with other teams / managers regarding any queries or problems that could cause suppliers accounts not being paid.
- Full responsibility for reconciliation of key vendor accounts and travel Credit Card statement.

Lease Administrator

November 2012 to February 2013 Company Name 1/4 City , State

- Manage lease agreement database.
- Compile World Screening checks / forward details and results to corporate office.
- Create "Offer to Renew Lease Agreement" for landlords once World Screening clearance reports are received.
- Liaise with leasing administrators regarding renewal of lease agreements.
- Draw up standard lease agreements to renew leases.
- General activities and duties in the leasing office.

Utilities Manager

October 2009 to October 2012 Company Name 1/4 City , State

- Manage City utility / property rates and tax charges to residential and commercial buildings - correct tariffs.
- Liaise and meet with City officials regarding charges.
- Lodge applications to have tariffs changed and accounts credited.
- Meet with sub-meter reading companies on a monthly basis, check and update on all issues and issue new instructions.
- Liaise with area managers and caretakers / building managers regarding any problems with utility meters in the buildings.
- Issue instructions.
- Approve / decline meter replacements.
- Investigate & complete tenant queries when escalated to me.
- Assist municipal Accounts Payable Department with training on capturing, processing, reconciling and payment of municipal accounts.
- Report to senior management on weekly basis.
- Temp Work.

Supervisor

July 2009 to August 2009 Company Name 1/4 City , State

- Temping as AR associate, processing reconciliations.
- Reconciling company accounts.

Accounts Payable AP - (Creditors) Supervisor

January 2008 to June 2009 Company Name 1/4 City , State

- Full function AP supervision of AP staff office and also reconciling of certain accounts Checking work of subordinates / reconciliation balances with the supplier statement and our system.
- Hand back any reconciliations that have errors or do not comply with corporate governance and company policy.
- Approve list of suppliers to be paid & hand over to associate to load for payment Schedule training for staff members.
- Schedule monthly POP (performance ownership program) meetings.
- Facilitate good communication in order that all persons are fully aware of their duties and responsibilities - communicating any changes / possible problems as and when they arise.
- Career Summary My extensive financial experience, together with several notable achievements, will ensure that the skills I bring to an organization will contribute to growth and success.
- Professional skills Administration Ensuring that data is accurate and stored in a manageable format as required by company standards and policy.
- Verification of AP reconciliations, including that they are processed on time to maximize discount.
- Managing debtor's book to ensure payments are received on time.
- Monitor and manage age analysis to keep within limits set by management.
- Records are secure and accurate, but available for Corporate Governance and audit purposes.
- Handling all verbal/written communication and representing the Company in a professional manner.
- Management / Supervision Leading a team and being responsible for team output and performance Establish and maintain a team environment, while encouraging all to participate and contribute.
- Operating within a diverse environment in a way that all team members feel that they are important and can contribute to our success, and enjoy the benefits of that success.
- Being a liaison where necessary between the team individually and collectively to senior management.

Accounts Payable (Creditors) Clerk

November 2003 to December 2007 Company Name 1/4 City , State

- Generate purchase orders on Navision system
- Check that all tax invoices comply with SARS requirements.
- Process tax invoices on Navision system
- Ensure tax invoices are approved by relevant managers as per limit of authority
- Match tax invoices to supplier statements
- Follow up on outstanding tax invoices / queries with supplier / responsible person. Confirm follow up conversations with e-mails / faxes.
- Reconcile accounts on Navision system to statements received and batch documents according to statements.
- Update payment list on Excel & check that banking details / payment limits are correct. Alternatively, advise the cashbook clerk of changes required
- Hand reconciliations (complete document packs) to supervisor for approval
- Balance payment list (Excel) and payment journal (Navision).
- Prepare COD payments twice weekly when required
- Update balance score card & file with supporting documentation in scorecard file for performance appraisals.

Accounts manager

March 2003 to November 2003 Company Name 1/4 City , State

- Full function accounts payable and accounts receivable
- Reconcile accounts
- Prepared payment run checks and remittance advices
- Resolve account queries
- Full function debtors
- Process waybills for invoicing
- Ensure all invoices & statements are delivered to customers timeously
- Collection of debtors payments
- Wages & salaries
- All Banking
- Petty cash
- Control fuel account
- Reconcile all accounts with auditors monthly

Education

Certificate in Practical Accounting : Accounting , 2006 Damelin Business School 1/4 City , State , South Africa

Certificate in Basic Bookkeeping : Accounting , 2006 Damelin Business School 1/4 City , State , South Africa

Certificate in Sectional Title Management : Sectional Title Management , 2011 University of Cape Town 1/4 City , State , South Africa
High School Diploma

Certifications

Computer literate in MS Word, Excel (Advanced) Brilliant Accounting, Quick Books, other accounting software, and MDA (Property Management Program/System)

Additional Information

- Accounts Payable AP - (Creditors) Manager Glendale, CO. Authorized to work in the US for any employer

- Accounts Payable AP - (Creditors) Manager Graduate, CO Authorized to work in the US for any employer

Skills

â€¢ Audit and process vendor invoices ensuring timely and accurate payments.

â€¢ High volume with complex processing

â€¢ Investigate and resolve problems associated with processing of invoices

â€¢ Handle all vendor correspondence via phone or email

â€¢ Receive, research and resolve a variety of routine internal and external inquiries concerning account status, including communicating the resolution of discrepancies to appropriate persons.

â€¢ Manage vendor information and setup.

â€¢ Develop, implement and maintain AP systems, procedures and policies.

â€¢ Full responsibility for reconciliation of key vendor accounts and travel Credit Card statement.