

Kaden Mosley

Accounts Payable Analyst, Invoice Processing

📞 (704) 555-6194

✉️ kaden.mosley@example.com

🌐 linkedin.com/example/kadenmosley

📍 Charlotte, NC 28202

STRENGTHS

- ✔️ **Invoice accuracy**
Caught incomplete approvals during daily review, preventing avoidable rework and giving payment partners cleaner records.
- 👥 **Supplier service**
A recurring vendor question became a clearer intake habit, helping requests reach resolution with less back and forth.
- ♥️ **Payment readiness**
Organized payment run details before handoff, giving senior reviewers a dependable view of open exceptions.
- ⚙️ **Process improvement**
When repeat issues surfaced, documented patterns and suggested practical changes that made routine work easier.
- ☰ **Priority management**
Balanced inbox requests, reconciliations, and daily processing without losing track of urgent stakeholder needs.

SKILLS

Accounts Payable

Invoice Processing

Travel Expenses AP Controls

Purchase Ledger Payment Runs

Supplier Reconciliation

Direct Debit Supplier Master Data

Microsoft 365 Excel

ERP Systems

Process Improvement

Problem Solving Multitasking

SUMMARY

Accounts payable analyst with five years of progressive experience supporting **invoice processing**, **local travel expenses**, AP controls, **purchase ledger** coding, payment runs, supplier reconciliation, **Direct Debit accounts**, supplier records, Microsoft 365, ERP systems, and process improvement. Reviews transactions carefully, resolves discrepancies before payment, and maintains organized records that support accurate reporting and dependable service. Experience includes professional services and legal operations environments, with regular communication across vendors, coworkers, supervisors, and business stakeholders. Handles competing priorities independently, follows documented procedures, and escalates recurring issues with practical recommendations. Brings steady judgment, clear written communication, and careful stewardship of sensitive financial information. Ready to contribute reliable invoice operations, accurate supplier maintenance, and thoughtful process improvements within a fast paced accounts payable team.

EXPERIENCE

Accounts Payable Analyst

Piedmont Advisory Group 📅 January 2024 - Present 📍 Charlotte, NC

Own daily accounts payable operations across invoice intake, travel expense review, purchase ledger coding, payment preparation, supplier reconciliation, Direct Debit activity, and supplier master maintenance. Support accurate records and responsive service within a professional services setting. Review work carefully, resolve exceptions, and document improvements that help colleagues move transactions forward with confidence.

- Processed invoices and **travel expenses** against authorization standards, supporting accurate payment preparation.
- Coded **invoices** and expenses to purchase ledger accounts, preserving clear records for review.
- Reconciled supplier balances and **Direct Debit accounts** before **payment runs** and final handoff.
- Maintained **supplier records** and created accounts after reviewing required information and approvals.
- Managed AP inbox requests, clarified discrepancies, and kept stakeholders informed through resolution.
- Documented **recurring issues** and suggested workflow improvements after reviewing repeat processing exceptions.

Accounts Payable Specialist

Carolina Legal Operations 📅 July 2022 - December 2023 📍 Charlotte, NC

Supported invoice and expense operations for a legal services environment, balancing transaction **accuracy**, supplier communication, **payment run preparation**, and organized documentation. Built stronger judgment through recurring exception review, practical troubleshooting, and consistent follow through. Used office applications and ERP workflows to keep records traceable and service dependable.

- Reviewed invoice approvals and **local travel expenses** before coding transactions for payment processing.
- Resolved supplier discrepancies through clear communication with vendors, supervisors, and internal requestors.
- Prepared payment run information and reconciled **supplier accounts** against available transaction records.
- Updated **supplier master data** and created new accounts after validating documentation and approvals.
- Organized AP inbox work by priority, keeping urgent requests visible and routine work moving.
- Escalated recurring processing issues with concise notes and practical recommendations for improvement.

Finance Operations Assistant

Queen City Business Services 📅 September 2021 - June 2022 📍 Concord, NC

LANGUAGES



MY CAREER



- Accounts Payable Analyst at Piedmont Advisory Group (2.7 Years)
- Accounts Payable Specialist at Carolina Legal Operations (1.4 Years)
- Finance Operations Assistant at Queen City Business Services (9 Months)

- Provided supervised finance operations support across invoice records, expense documentation, supplier information, Microsoft 365, and ERP workflows. Developed dependable habits around accuracy, organization, prioritization, and service. Learned to identify incomplete requests early, resolve routine issues, and maintain files that supported efficient **accounts payable** delivery.
- Entered invoice and expense details into ERP workflows after checking authorization and supporting documents.
 - Matched **purchase ledger** coding with transaction records, reducing avoidable corrections during review.
 - Assisted **payment run preparation** by organizing approved items and confirming supplier account details.
 - Reconciled **supplier records** and **Direct Debit** information, escalating differences for senior review.
 - Monitored shared AP communications and routed requests according to urgency, ownership, and process.
 - Used **Microsoft 365** files to maintain organized documentation for audits, reviews, and follow up.

PROJECTS

Supplier Record Improvement 📅 2024

Reviewed recurring supplier maintenance issues and organized clearer intake notes, approval checks, and record updates. Work supported cleaner account information and smoother invoice handling.

Expense Review Workflow 📅 2023

Mapped common travel expense exceptions and created practical review steps for authorization, coding, documentation, and escalation. Work helped keep routine processing consistent.

LEADERSHIP & AWARDS

- Recognized by finance leadership for dependable invoice review and accurate supplier account maintenance.
- Selected as a trusted resource for resolving recurring payment and purchase ledger discrepancies.
- Received positive stakeholder feedback for clear communication during time sensitive payment preparation.

EDUCATION

Bachelor of Science in Accounting

University of North Carolina at Charlotte 🎓 GPA: 3.5 📅 2021 📍 Charlotte, NC
Coursework: Financial Accounting, Managerial Accounting, Auditing, Accounting Information Systems

CERTIFICATIONS

- Microsoft Office Specialist: Excel Associate 📅 2023
- Microsoft 365 Certified: Fundamentals 📅 2024

TECHNICAL SKILLS

- **Invoice Processing:** Invoice review, Invoice coding, Invoice authorization
- **Accounts Payable Controls:** AP controls, Approval checks, Exception review
- **Expense Management:** Travel expenses, Expense authorization, Expense documentation
- **Ledger Accounting:** Purchase ledger, Account coding, Transaction records
- **Payment Operations:** Payment runs, Payment preparation, Payment review
- **Supplier Accounting:** Supplier reconciliation, Direct Debit, Supplier balances
- **Supplier Master Data:** Supplier records, New supplier accounts, Account maintenance
- **Microsoft Applications:** Microsoft 365, Excel, Outlook
- **ERP Systems:** ERP systems, Oracle Fusion, SAP
- **Accounts Payable Platforms:** Elite 3E, Basware, Emburse
- **Workday Systems:** Workday, Financial workflows, Record management

- **Process Improvement:** Workflow review, Issue escalation, Process documentation

PROFESSIONAL AFFILIATIONS

- Member, Institute of Management Accountants, Charlotte area professional community.
- Participant, local accounting and finance networking events focused on practical operations.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST