

Audrey Dillon

Accounts Payable Analyst

📞 (312) 555-0123 ✉️ audrey.dillon@email.com [in linkedin.com/in/audreydillon](https://www.linkedin.com/in/audreydillon) 📍 1234 Maple St, Chicago, IL 60601



STRENGTHS

- Analytical Skills**
Strong analytical capabilities supported effective problem-solving in complex invoice situations, adding significant value.
- Attention to Detail**
Expertise in maintaining precision during data entry tasks helped prevent costly errors, gaining executive confidence.
- Relationship Building**
Built positive vendor relationships through open communication, resulting in increased trust and reliability.
- Process Improvement**
Implemented new techniques that sped up workflow processes significantly, allowing for better focus on strategic initiatives.
- Team Collaboration**
Enhanced teamwork spirit by sharing knowledge and helping peers navigate complex issues effectively.

SKILLS

- Accounts Payable Management
- ERP Systems (SAP)
- Optical Character Recognition (OCR)
- Financial Reconciliation
- Data Analysis
- Vendor Relationship Management
- Discrepancy Resolution
- Communication Skills
- Internal Controls
- Invoice Matching
- Processing Complex Invoices

SUMMARY

Detail-oriented Accounts Payable Analyst with four years of experience in the manufacturing sector. Specializing in data entry and vendor invoice processing through ERP systems, focusing on accuracy and compliance. Demonstrated ability to analyze discrepancies, resolve vendor concerns, and ensure adherence to procurement policies. Proven track record of enhancing efficiency in invoice processing by implementing Optical Character Recognition technology. Strong commitment to nurturing positive relationships with vendors and internal stakeholders, contributing to overall business operations success. Eager to leverage skills in a new environment to foster growth and collaboration.

EXPERIENCE

Accounts Payable Analyst

Lakeside Manufacturing, Inc. 📅 June 2022 - Present 📍 Chicago, IL

Currently managing vendor invoice processes within an ERP system for Lakeside Manufacturing. Focused on ensuring payments are accurate, authorized, and processed efficiently while maintaining strong cross-departmental collaborations.

- Facilitated payment of vendor invoices through comprehensive data entry into ERP systems, guaranteeing proper authorization and accuracy.
- Utilized OCR technology for invoice processing, promptly managing exceptions to maintain smooth operational workflows.
- Investigated discrepancies in the Procure to Pay Cycle, collaborating across multiple business areas to identify root causes and implement effective solutions.
- Conducted regular reconciliations of vendor statements, ensuring accurate account information and timely updates.
- Prepared detailed analyses of vendor payments and ad-hoc reports, offering management insights that informed strategic decisions.
- Maintained compliance with Purchasing and Accounts Payable policies, identifying and reporting inconsistencies for prompt resolution.

Accounts Payable Specialist

Riverside Construction Co. 📅 January 2020 - May 2022 📍 Naperville, IL

Supported Riverside Construction's finance operations by proficiently processing a high volume of invoices and ensuring their alignment with authorized purchase orders and contracts.

- Processed numerous invoices accurately, matching them to the required authorized documents for payment approval.
- Proactively addressed unclaimed credits and discrepancies in vendor statements to streamline accounts payable efficiencies.
- Assisted in implementing internal controls that elevated the accuracy of vendor data and enhanced payment processing.
- Collaborated with finance teams on improving payment workflow, achieving a noticeable reduction in overall processing times.
- Provided necessary documentation and information during external audits, ensuring compliance and transparency.
- Trained incoming staff on accounts payable procedures, fostering consistency and competence within the team.

LEADERSHIP & AWARDS

- Certified Accounts Payable Professional (CAPP), 2025
- Excellence in Financial Analysis Award, Midwest Accounting Association, 2023

Proactive Problem Solving

Multi-tasking Abilities

Sales Tax Compliance

Fast-paced Environment
Adaptability

Team Collaboration

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



- Accounts Payable Analyst at Lakeside Manufacturing, Inc. (4.1 Years)
- Accounts Payable Specialist at Riverside Construction Co. (2.3 Years)

EDUCATION

Associate Degree in Accounting

City College of Chicago 🎓 GPA: 3.8 📅 2024 📍 Chicago, IL

Coursework: Financial Accounting, Managerial Accounting, Cost Accounting, Taxation

CERTIFICATIONS

- Certified Accounts Payable Professional (CAPP) 📅 2025
- Advanced Microsoft Excel Certification 📅 2025

TECHNICAL SKILLS

- ERP Systems:** SAP, Oracle, Microsoft Dynamics
- Data Processing Tools:** Advanced Excel, QuickBooks, FreshBooks
- Document Management Software:** DocuWare, Adobe Acrobat, M-Files
- Payment Platforms:** PayPal, Square, ACH Transfers
- Communication Tools:** Microsoft Outlook, Skype, Slack
- Financial Reporting Tools:** Power BI, Tableau, Google Data Studio
- Compliance Tools:** PO Systems, SAP GRC, Workflow Applications
- Analytical Software:** SAS, R, IBM SPSS
- Productivity Applications:** Microsoft Office Suite, Google Workspace, Asana
- Optical Character Recognition Tools:** ABBYY FlexiCapture, Kofax, Readsoft

PROFESSIONAL AFFILIATIONS

- Member, Illinois CPA Society
- Volunteer, Financial Literacy Program, Chicago

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST