Natalia Cortez

Accounts Payable Associate

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STRENGTHS

Analytical Problem Solver
Consistently evaluated complex invoicing scenarios, often leading discussions resulting in actionable solutions.

Team Collaboration Enthusiast
Frequently collaborated with colleagues across departments to harmonize efforts and align expectations during audits.

Time Management Wizard
Expertly balanced tasks across multiple priorities, ensuring deadlines are met while maintaining accuracy.

Adaptable Innovator
Proactively embraced new technologies and systems, demonstrating flexibility to optimize working processes.

Detail-Oriented Performer
Played a key role in refining organizational workflows, which led to improved efficiency across accounts payable.

SKILLS

Accounts Payable

Invoice Processing

Three-Way Matching

Vendor Communication

Problem Solving

Attention to Detail

Time Management

Analytical Thinking

Systems Proficiency

Adaptability

SUMMARY

Detail-oriented Accounts Payable Associate with over four years of experience in fast-paced environments. Proven expertise managing vendor invoices, executing three-way matching processes, and ensuring timely payments. Strong organizational skills combine with meticulous attention to detail and unwavering commitment to efficiency. Thrive in team settings, collaborating effectively with colleagues to resolve discrepancies and enhance operational workflows. Experience fostering relationships with vendors creates smooth transactions. Eager to contribute skills to a new team while continuing professional growth within accounts payable.

EXPERIENCE

Accounts Payable Associate

Greenwood Finance | June 2023 - Present | Hampshire, IL

Oversee daily activities within the Accounts Payable department at Greenwood Finance, focusing on accuracy and compliance across invoice processing operations. Engage with various stakeholders, from vendors to internal teams, ensuring smooth payment processes. Motivate peers through mentorship and continuous improvement efforts for departmental objectives.

- Process vendor invoices, managing multiple channels including emails and faxes to maintain prompt payment schedules.
- Execute three-way matching between purchase orders, receiving documents, and vendor invoices, ensuring precise financial records.
- Enhance document tracking by scanning and indexing all incoming invoices, facilitating quick access for audits and historical reference.
- Communicate proactively with vendors to resolve discrepancies, strengthening supplier relations and optimizing procurement cycles.
- Assist in training initiatives for newly hired associates, sharing best practices in invoice management and A/P procedures.
- Implement process improvements that bolster efficiency, contributing positively to overall operation metrics.

Accounts Payable Specialist

Blue Sky Distribution | March 2021 - May 2023 | Chicago, IL

Contributed significantly to digital transformation initiatives surrounding accounts payables at Blue Sky Distribution. Collaborated closely with cross-functional groups guaranteeing timely resolutions to invoice inquiries, supporting broader organizational goals while enriching client experiences.

- Managed end-to-end accounts payable cycle efficiently in a demanding corporate atmosphere without sacrificing quality.
- Developed a systematic approach for tracking invoices from varying channels, achieving increased processing speed.
- Partnered with various departments to promptly solve invoice-related disputes, safeguarding consistent cash flow management.
- Adopted and integrated innovative software solutions into current workflows, elevating overall productivity levels and streamlining manual efforts.
- Executed detailed reviews of vendor invoices for adherence to internal guidelines and policies, promoting transparency.
- Facilitated peer learning sessions regarding new accounting functionalities, fostering culture of development and innovation.

Accounts Payable Clerk

Silverline Solutions | January 2020 - February 2021 | Schaumburg, IL

Supported foundational A/P operations at Silverline Solutions as an integral team member while advancing overall transaction integrity and initiating critical communication with suppliers.

Finance Software

Payment Processing

Financial Reporting

Record Keeping

Compliance Standards

LANGUAGES

English — Native

Spanish — Proficient

MY CAREER

- Accounts Payable Associate at Greenwood Finance (3.1 Years)
- Accounts Payable Specialist at Blue Sky Distribution (2.2 Years)
- Accounts Payable Clerk at Silverline Solutions (1.1 Years)

- Processed comprehensive invoices, verifying accuracy to uphold high standards in transactional operations.
- Contributed insights during monthly reconciliation meetings, driving decisions based on analyses of A/P performance indicators.
- Assured timely responses to vendor queries regarding invoice discrepancies, enhancing partnerships and satisfaction.
- Participated actively in transitioning to an electronic invoicing platform, boosting efficiency and eliminating paper-based tasks.
- Maintained organized records of all transactional data in compliance with company protocols and industry regulations.
- Supported overall team dynamics by offering assistance during peak periods, showcasing adaptability and cooperation.

LEADERSHIP & AWARDS

- SAP Certification – 2026
- Accounts Payable Certification – 2026

EDUCATION

High School Diploma

Oak Park High School GPA: 4.0 2017 Oak Park, IL

CERTIFICATIONS

- SAP Certification 2026
- Accounts Payable Certification 2026

TECHNICAL SKILLS

- **Accounting Software:** SAP, QuickBooks, Oracle
- **Document Management Systems:** DocuWare, M-Files, SharePoint
- **Financial Processes:** Invoicing, Reconciliation, Payments
- **Analysis Tools:** Excel, Tableau, Power BI
- **Reporting Standards:** GAAP, IFRS, Compliance Regulations
- **Communication Tools:** Slack, Microsoft Teams, Email
- **Organizational Tools:** Trello, Asana, JIRA
- **Training Resources:** Documentation, Workshops, Online Courses
- **Audit Procedures:** Internal Audits, Compliance Checks, Financial Reviews
- **Vendor Relations:** Negotiation, Issue Resolution, Liaison Management

PROFESSIONAL AFFILIATIONS

- Member of the Illinois Society of Accounts Payable Professionals
- Active participant in local finance meet-ups and networking events

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST