

Lydia Chandra

Accounts Payable Clerk

☎ (703) 555-0123

✉ lydia.chandra@example.com

🌐 linkedin.com/in/lydiachandra

📍 123 Main St, Springfield, VA 22150

STRENGTHS

- 👁 **Attention to Detail**
Precision in managing accounts facilitated minimal reconciliation issues, subsequently boosting confidence among management.
- 🕒 **Time Management**
Efficient task prioritization led to meeting all deadlines during month-end close with time to spare for quality checks.
- ✂ **Problem Solver**
Created innovative resolution strategies for invoicing issues, improving relationships with key vendor partners significantly.
- 👥 **Team Player**
Worked collaboratively on cross-departmental projects, enhancing communication flow and reducing processing delays remarkably.
- 🗣 **Effective Communicator**
Engaged constructively with vendors and colleagues alike, fostering an environment where ideas and concerns could be shared freely.

SKILLS

Accounts Payable Microsoft Excel

ERP Systems Financial Reporting

Vendor Management

Attention to Detail Problem Solving

Documentation Reconciliation

Audit Preparation ACH Payments

Purchase Orders

Billing Discrepancies

Stakeholder Communication

Financial Records Internal Controls

SUMMARY

Detail-oriented accounting professional with over 2 years of experience in accounts payable and general accounting. Skillfully processed vendor invoices, ensured payment accuracy, and maintained thorough financial records. Comfortable working independently or with a team in fast-paced settings, showcasing strong problem-solving abilities combined with attention to detail. Developed efficient systems for identifying discrepancies and resolving issues swiftly, which not only enhanced operational productivity but also sturdy supplier relationships. Passionate about contributing positively to the financial health of an organization.

EXPERIENCE

Accounts Payable Specialist

Accounting Solutions LLC 📅 January 2025 - Present 📍 Alexandria, VA

Oversaw entire accounts payable function within a collaborative team environment that prioritize financial integrity and vendor satisfaction. Played a pivotal role in optimizing invoice processing procedures using advanced software tools, resulting in streamlined operations.

- Processed vendor invoices accurately and efficiently while adhering to strict timelines for payments.
- Matched and verified invoices against purchase orders, reducing discrepancies by enhancing verification methods.
- Facilitated timely ACH payments and wire transfers, fostering trust with vendors and ensuring liquidity.
- Conducted regular reconciliations of vendor statements, addressing and resolving any billing discrepancies immediately.
- Maintained organized documentation of AP activities, which significantly aided during internal audits.
- Contributed to month-end closing processes by preparing accruals and relevant reports in line with corporate guidelines.

Accounts Payable Clerk

Finance Corp. 📅 June 2024 - December 2024 📍 Fairfax, VA

Enhanced overall efficiency in accounts payable operations by implementing systematic protocols and collaborating on better workflow strategies across teams.

- Reviewed and entered invoices into the accounting system, decreasing entry errors through diligent checks.
- Collaborated across departments to ensure accurate routing of invoices, maintaining finance policy compliance.
- Handled vendor inquiries regarding payments with professionalism, elevating customer service quality.
- Assisted with month-end close by preparing requisite documents and accruals transparently for auditing purposes.
- Generated tracking mechanisms for AP records that increased ease of access and quickened retrieval times.
- Played a key role in training incoming team members on accounts payable workflows, solidifying a strong foundation.

LEADERSHIP & AWARDS

- Dean's List, Northern Virginia Community College - 2025

EDUCATION

Associate of Applied Science in Accounting

Northern Virginia Community College 🎓 GPA: 3.8 📅 2026 📍 Sterling, VA

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

LANGUAGES

English Native

Spanish Proficient

MY CAREER



- Accounts Payable Specialist at Accounting Solutions LLC (1.5 Years)
- Accounts Payable Clerk at Finance Corp. (6 Months)

CERTIFICATIONS

- Certified Accounts Payable Professional (CAPP) 2026

TECHNICAL SKILLS

- Accounting Software:** NetSuite, Oracle, SAP
- Office Applications:** Microsoft Word, Microsoft PowerPoint, Microsoft Outlook
- Financial Compliance:** GAAP, IFRS, PCAOB
- Data Analysis Tools:** Tableau, SAS, SQL
- Payment Platforms:** ACH, Wire Transfer, Check Processing
- Record Keeping Standards:** Digital Filing, Documentation Procedures, Internal Audit Standards
- Communication Tools:** Email, Messaging Services, Video Conferencing
- Project Management Tools:** Asana, Trello
- Report Generation Tools:** Crystal Reports, MS Access
- Financial Planning Methodologies:** Budgeting, Forecasting, Financial Modeling

PROFESSIONAL AFFILIATIONS

- Member, Accounting Society at Northern Virginia Community College - 2025

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST