

Isla Sparks

Accounts Payable Manager

📞 (313) 555-1234

✉️ isla.sparks@email.com

🌐 linkedin.com/in/islasparks

📍 1234 Elm St, Detroit, MI 48201

STRENGTHS

- 🔍 **Analytical Thinking**
Leveraged strong analytical skills to resolve complex vendor discrepancies, gaining trust.
- 👥 **Team Leadership**
Championed performance coaching resulting in higher morale.
- 💬 **Communication Skills**
Built productive relationships through clear verbal communication across teams.
- ⚙️ **Process Improvement**
Introduced innovative tools enhancing AP workflow efficiency notably.
- 🤝 **Vendor Relationships**
Enhanced engagement methodologies maintaining robust vendor connections.

SKILLS

- Accounts Payable
- Invoice Processing
- Vendor Management
- ERP Software Excel GAAP
- Financial Reporting
- Process Improvement
- Team Leadership Reconciliation
- Audit Activities
- Payment Scheduling
- Digital Workflows
- Cross-functional Collaboration
- Training Facilitation
- Performance Coaching

SUMMARY

Experienced Accounts Payable professional with over five years in financial operations and vendor management. Drive improvements in AP processes to enhance accuracy and team performance even under pressure. Known for balancing multiple priorities while maintaining a focus on stakeholder relationships. Navigating invoice processing becomes second nature, ensuring compliance with GAAP standards. Proven ability to guide teams through month-end close activities. Adapt success strategies from past roles to foster collaboration across departments aimed at meeting organizational objectives. Excited about continuing to develop efficiencies that propel financial success.

EXPERIENCE

Accounts Payable Specialist

Financial Solutions Group 📅 June 2022 - Present 📍 Ann Arbor, MI

Supervise end-to-end vendor invoice processing for Financial Solutions Group, optimizing workflows for accuracy. Collaborate with procurement and finance teams to ensure timely payments and maintain positive vendor relationships.

- Manage comprehensive accounts payable tasks ensuring adherence to payment schedules.
- Reconcile vendor accounts by investigating discrepancies rigorously.
- Enhance digital workflows through innovative software solutions for operational efficiency.
- Conduct detailed training sessions aligning new hires with AP best practices.
- Research and provide insights during month-end audits assisting finance team efforts.
- Support cross-functional projects focusing on improving the overall processing cycle.

Accounts Payable Coordinator

Accounting Innovations LLC 📅 January 2020 - May 2022 📍 Lansing, MI

Led operational oversight within the accounts payable department, addressing high transaction volumes and ensuring precision in all dealings. Fostered a harmonious team environment focused on achieving service quality and compliance.

- Streamlined accounts payable operations leading significant process changes.
- Develop comprehensive tracking reports reflecting payment statuses accurately.
- Implemented pivotal improvements reducing average invoice processing times significantly.
- Collaborated on annual audit preparations ensuring compliance rigorously upheld.
- Provided team member coaching enhancing performance and boosting morale.
- Engaged in collaborative initiatives across departments maximizing reporting capabilities.

Accounts Payable Assistant

Delta Financial Services 📅 March 2018 - December 2019 📍 Kalamazoo, MI

Supported daily activities of the accounts payable team with a focus on timely processing routines. Played a critical role in the transition to new accounting systems alongside team engagement efforts.

- Assisted in managing vendor relationships handling inquiries adeptly.
- Actively participated in system transitions documentation highlighting user training needs.
- Maintained precise records contributing positively to internal reporting accuracy.
- Created monitoring spreadsheets improving visibility concerning vendor interactions.
- Provided thoughtful suggestions enhancing overall team productivity.
- Supported acknowledgment initiatives recognizing team strengths during meetings.

LEADERSHIP & AWARDS

- Certified Accounts Payable Professional (CAPP), awarded 2020
- Excellence in Financial Operations, Financial Solutions Group, 2023

LANGUAGES



MY CAREER



- Accounts Payable Specialist at Financial Solutions Group (4.1 Years)
- Accounts Payable Coordinator at Accounting Innovations LLC (2.3 Years)
- Accounts Payable Assistant at Delta Financial Services (1.8 Years)

EDUCATION

Bachelor of Science in Accounting
University of Michigan 🎓 GPA: 3.9 📅 2018 📍 Ann Arbor, MI
Coursework: Financial Reporting, Cost Accounting, Management Accounting, Taxation

CERTIFICATIONS

- Certified Accounts Payable Professional (CAPP) 📅 2020
- Leadership in Finance Certification 📅 2021

TECHNICAL SKILLS

- ERP Systems:** Oracle, SAP, Microsoft Dynamics
- Office Applications:** Microsoft Excel, Google Sheets, QuickBooks
- Compliance Regimes:** GAAP, IFRS, Internal Controls
- Reports Generation Tools:** Tableau, Power BI, Crystal Reports
- Training & Development:** Workshops, Mentoring, Team Training
- Project Management Tools:** Trello, Asana, Jira
- Communication Tools:** Slack, Microsoft Teams, Zoom
- Data Analysis Tools:** SQL, R, Python
- Auditing Tools:** IDEA, ACL, CCH Auditors' Tool
- Performance Management Tools:** SuccessFactors, Workday, BambooHR

PROFESSIONAL AFFILIATIONS

- Member, Institute of Finance & Management (IFM)
- Volunteer, Local Nonprofit Financial Workshops

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST