

NISHA FIELDS

ACCOUNTS PAYABLE SPECIALIST

📞 (215) 555-1234 ✉️ nisha.fields@example.com

🌐 [linkedin.com/in/nishafields](#) 📍 123 Main Street, Springfield, PA 19064

STRENGTHS

- ✔️ **Attention to Detail**
Maintains outstanding accuracy when processing invoices and conducting reconciliations. My vigilance helps catch errors before they escalate.
- 🗣️ **Customer Service Orientation**
Frequently sought out by vendors for prompt support in issue resolution, reflecting my dedication to relationships.
- 💡 **Problem Solving**
Applied problem-solving techniques during discrepancies; reputation gained for quick, effective resolutions led to vendor trust.
- 🕒 **Time Management**
Effectively prioritized tasks during month-end close, ensuring all obligations were fulfilled ahead of deadlines.
- 📁 **Organizational Skills**
Implemented new filing systems leading to enhanced workflow and reduced search times—marking significant step forward.

SKILLS

Accounts Payable Management

Sage Intact

Microsoft Excel & Word

Problem Solving Vendor Relations

Financial Reconciliation

Communication Skills

Audit Preparedness

Process Improvement

Data Analysis Payment Processing

SUMMARY

Detail-oriented Accounts Payable Specialist with over 3 years of experience in high-volume environments. Proven track record in troubleshooting discrepancies, managing vendor relationships, and ensuring accuracy in financial operations. Proficient in using Sage Intact, Microsoft Excel, and Word to enhance efficiency and accuracy in processes. Strong communicator with excellent organizational skills, capable of handling multiple priorities in fast-paced settings while maintaining confidentiality and compliance. Passionate about leveraging analytical abilities and expertise to drive improvements and support overall financial integrity.

EXPERIENCE

Accounts Payable Specialist

Blue Ocean Logistics 📅 June 2023 - Present 📍 Media, PA

Serve as a key member of the accounting team focused on processing and reconciling accounts payable transactions. Utilize Sage Intact for managing an average of 500 invoices monthly, ensuring both precision and timely payment execution. Collaborate effectively with vendors to resolve issues and maintain productive relationships.

- Process 500+ invoices monthly via Sage Intact, maintaining accuracy and punctuality in payments.
- Address invoice discrepancies by analyzing data and communicating with vendors, fostering strong partnerships.
- Implement streamlined procedures that enhanced invoice processing efficiency, reducing timeframes significantly.
- Manage comprehensive vendor payment schedules, capturing savings through discount opportunities.
- Support month-end close initiatives by preparing essential AP reports for management tours.
- Partner with internal groups to ensure robust compliance with financial controls and audit standards.

Accounts Payable Associate

Greenfield Enterprises 📅 March 2021 - May 2023 📍 Chester, PA

Contributed to efficient accounts payable operations within a dynamic team environment. Was responsible for processing high volumes of invoices amid rigorous deadlines, continuously seeking paths to optimize workflows and ensure compliance.

- Assisted processing 300+ vendor invoices weekly, guaranteeing adherence to business policies.
- Developed an innovative tracking system that boosted reimbursement processing speeds, saving valuable time.
- Executed reconciliations of vendor statements consistently achieving a remarkable accuracy rate.
- Delivered superior customer service, adeptly resolving vendor inquiries through strategic communication.
- Maintained thorough documentation of financial activities essential for upcoming audits.
- Recommended automation tools that positively transformed current processing flows and increased timeliness.

Accounts Payable Clerk

Sunrise International 📅 January 2020 - February 2021 📍 Broomalls, PA

Supported accounts payable functions by processing large volumes of invoices accurately while helping uphold precise financial records. Focus was placed on honing interpersonal communications to manage vendor relations effectively.

Invoice Discrepancy Resolution

Confidential Data Handling

Expense Verification

Time Management

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



- Accounts Payable Specialist at Blue Ocean Logistics (3.1 Years)
- Accounts Payable Associate at Greenfield Enterprises (2.2 Years)
- Accounts Payable Clerk at Sunrise International (1.1 Years)

- Processed and filed invoices stemming from interactions with over 100 vendors, enhancing organized systems.
- Collaborated with finance teams for monthly reconciliations, leading to expedited vendor payments.
- Assisted with record maintenance pivotal for audit results, minimizing discrepancies through proactive methods.
- Engaged vendors directly to clarify past due balances, sustaining productive business relationships.
- Revamped filing protocols leaving document retrieval times drastically improved.
- Mentored newcomers on standard operating procedures, thereby enriching team dynamics.

LEADERSHIP & AWARDS

- Certified Accounts Payable Professional (CAPP) - 2025
- Employee of the Month - Blue Ocean Logistics, August 2024

EDUCATION

Bachelor's Degree in Accounting

University of Pennsylvania 🎓 GPA: 3.8 📅 2026 📍 Philadelphia, PA

Coursework: Corporate Finance, Financial Reporting, Taxation, Audit Practices

CERTIFICATIONS

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

TECHNICAL SKILLS

- Accounting Software:** Sage Intact, QuickBooks, FreshBooks
- Office Applications:** Microsoft Excel, Microsoft Word, Google Sheets
- Reconciliation Tools:** AutoReconcile, ReconTool, Clarity
- Database Systems:** Oracle, SQL Server, MySQL
- Reporting Tools:** Crystal Reports, SSRS, Tableau
- Payment Platforms:** Paychex, Bill.com, PayPal
- Financial Statements:** Balance Sheets, Income Statements, Cash Flow Statements
- Compliance Standards:** GAAP, IFRS, PCAOB
- Tax Software:** TurboTax, H&R Block, Intuit ProConnect
- Project Management Tools:** Asana, Trello, Microsoft Project

PROFESSIONAL AFFILIATIONS

- Member, National Association of Accountants
- Volunteer, Local Food Bank

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST