

AmalRoss

(312) 555-0123 amal.ross@example.com
linkedin.com/in/amalross 1234 Elm Street, Chicago, IL 60614

SUMMARY

Detail-oriented accounting professional with over two years of experience in managing accounts payable and travel & expense processes. Demonstrated ability to thrive in fast-paced environments, providing exceptional customer service while adhering to compliance standards. Familiar with ERP systems like NetSuite and Concur, skilled in invoice processing, expense audits, and maintaining vendor relationships. Committed to accuracy and efficiency in financial operations, continuously seeking opportunities for improvement. Strong communication skills aid in forging robust connections with both internal teams and vendors, ensuring a seamless operational flow.

EXPERIENCE

Accounts Payable Specialist January 2025 - Present
CloudCore Financials Atlanta, GA

- Oversaw all aspects of vendor invoices and employee expense reports within the accounts payable department. Fostered positive vendor relationships, ensuring efficient resolution of inquiries and compliance with policies. Partnered with various teams to meet tight monthly closing schedules, contributing significantly to financial reporting accuracy.
- Processed diverse invoicing including 2-way POs, consistently adhering to financial regulations.
 - Conducted expense audits using Concur, proactively reducing noncompliant submissions through education.
 - Developed comprehensive desktop procedures enhancing operational workflow and team training aids.
 - Generated reports for management to provide visibility into accounts payable performance metrics.
 - Engaged cross-functional partners to identify pain points in existing workflows and streamline operations.
 - Provided ongoing support addressing staff questions on expense reporting and compliance measures.

Accounts Payable Analyst June 2023 - December 2024
FinancePro Group Dallas, TX

- Managed end-to-end invoice processing tasks within a vibrant finance team. Excelled at creating an efficient approval workflow and maintained strong communication with vendors to resolve discrepancies quickly. Played a key role in projects aimed at enhancing accounts payable practices.
- Executed invoice processing with a focus on 2-way and 3-way PO systems, achieving smooth transactional flows.
 - Realized rapid response times by independently resolving inquiries affecting vendor interactions and satisfaction.
 - Supported the preparation of accruals and reconciliations, increasing workload efficiency without compromising quality.
 - Invested in process improvements through collaborative workshops designed to optimize vendor relations strategies.
 - Adapted swiftly to new projects, showcasing flexibility and proactive engagement across departments.
 - Utilized ERP tools to ensure systematic organization of financial data, improving retrieval speed and accuracy.

LEADERSHIP & AWARDS

- Dean's List, University of Illinois - 2024
- Best Team Member Award, CloudCore Financials - 2025

EDUCATION

Bachelor of Science in Accounting 2026
University of Illinois GPA: 3.8 Champaign, IL
Coursework: Accounting Principles, Financial Reporting, Auditing, Taxation

CERTIFICATIONS

- Certified Accounts Payable Professional (CAPP) 2026
- Microsoft Excel Certification 2025

TECHNICAL SKILLS

- Accounting Software:** NetSuite, Concur, Navan
- ERP Systems:** SAP, Oracle, Microsoft Dynamics
- Office Tools:** Excel, Word, PowerPoint
- Auditing Tools:** QuickBooks, Zoho Books, FreshBooks
- Reporting Systems:** Tableau, Power BI, SAS
- Travel Management Platforms:** Concur, Expensify, Certify

- **Compliance Standards:** SOX, GAAP, IFRS
- **Data Analysis Techniques:** VBA, SQL, Data Mining
- **Communication Apps:** Slack, Zoom, Microsoft Teams
- **Project Management Tools:** Trello, Asana, Jira

SKILLS

- | | | | |
|---------------------|--------------------------|-------------------------------|------------------------|
| • Accounts Payable | • Data Analysis | • Invoice Processing | • Team Collaboration |
| • Expense Auditing | • Microsoft Office Suite | • Financial Reporting | • Audit Processes |
| • Vendor Management | • GAAP Compliance | • Travel & Expense Management | • Document Management |
| • ERP Systems | • Customer Service | • Communication Skills | • Process Optimization |

PROFESSIONAL AFFILIATIONS

- Member of National Association of Accountants
- Active participant in local accounting seminars

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST