

Anna Warren

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 1234 Elm Street, Austin, TX 78701

SUMMARY

Detail-oriented accountant with over four years of experience in corporate accounting and accounts payable. Proven expertise lies in leveraging AI tools for enhancing efficiency and accuracy in financial processes. Eager to support dynamic teams in configuring, testing, and maintaining advanced invoice processing systems while ensuring compliance with company policies. Active collaboration with cross-functional teams cultivates opportunities for innovation, driving streamlined workflows within the procure-to-pay lifecycle. Committed to delivering high-quality results, fostering relationships based on trust, and optimizing operational success.

EXPERIENCE

Accounts Payable Specialist
Innovative Solutions Inc.

June 2022 – Present
Austin, TX

- Oversee account payable functions and automate processes utilizing AI-driven software. Engage in a collaborative spirit with IT and finance teams to enhance reconciliation workflows and contribute to seamless month-end closings.
- Streamlined accounts payable processes by configuring AI tools, reducing processing time significantly.
 - Conducted thorough audits of supplier invoices, ensuring accurate documentation and timely payments.
 - Collaborated with teams to optimize automated system functionalities for enhanced outcomes.
 - Prepared journal entries and account reconciliations supporting year-end audits efficiently.
 - Maintained accurate records of vendor accounts, ensuring compliance with tax regulations and timely updates.
 - Delivered exceptional customer service by resolving accounting inquiries for internal and external stakeholders.

Junior Accountant
TechForward Solutions

March 2020 – May 2022
Dallas, TX

- Engaged in managing daily accounting operations and contributed to month-end closing activities. Successfully developed strong vendor relationships, facilitating smooth payment resolutions.
- Assisted in daily accounting operations, including invoice processing and accurate record maintenance.
 - Supported month-end processes by preparing comprehensive account reconciliations.
 - Enhanced vendor relations, ensuring prompt resolution of discrepancies and inquiries.
 - Utilized Excel for data analysis contributing to informed decision-making within the team.
 - Participated in ERP system implementation to improve overall accounting function efficiency.
 - Communicated effectively across teams to relay accounting policy updates and changes.

Accounting Intern
GreenTech Innovations

June 2019 – August 2019
Houston, TX

- Provided support to senior accountants in preparation of financial reports and audit processes. Gained valuable knowledge through hands-on experience in compliance regulations and accounting software.
- Assisted in monthly financial report preparation under supervision of senior accountants.
 - Gained exposure in verifying invoices and handling accounts payable tasks.
 - Conducted compliance regulation research supporting robust internal accounting policies.
 - Aided migration to new accounting software for ensuring data integrity.
 - Participated in finance strategy discussions focusing on enhancing operational efficiencies.
 - Developed skills in accounting software and Excel, ensuring precision in data management.

LEADERSHIP & AWARDS

- Dean's List - University of Texas at Austin (2023, 2024, 2025)
- Winner, University Accounting Challenge - 2025

EDUCATION

Bachelor's Degree in Accounting
University of Texas at Austin GPA: 3.9

2026
Austin, TX

Coursework: Financial Accounting, Management Accounting, Taxation, Auditing

CERTIFICATIONS

- Certified Accounts Payable Professional (CAPP)  2025

- Excel for Financial Analysis 📅 2025

TECHNICAL SKILLS

- **Accounting Software:** Sage X3, QuickBooks, Oracle
- **Spreadsheet Tools:** Microsoft Excel, Google Sheets, Data Formatting
- **Business Compliance Tools:** Coupa, Ramp, W9 Documentation
- **Payment Systems:** Invoice Processing, Payment Reconciliation, Batch Payments
- **Analytical Tools:** Financial Modelling, Variance Analysis, Reporting Tools
- **Communication Tools:** Slack, Microsoft Teams, Email
- **Project Management Tools:** Asana, Trello, JIRA
- **Collaboration Software:** Zoom, Cisco Webex, Google Meet
- **Accounting Standards:** GAAP, IFRS, Tax Code Compliance
- **Data Management Platforms:** Tableau, Power BI, Google Analytics

SKILLS

- | | | | |
|-----------------------|---------------------|--------------------------|----------------------|
| • Accounts Payable | • ERP Systems | • Problem Solving | • Customer Support |
| • Financial Reporting | • Vendor Management | • Communication skills | • Data Analysis |
| • AI Tools | • Reconciliation | • Team Collaboration | • Dynamic Workflows |
| • Excel | • Journal Entries | • Compliance Regulations | • Process Automation |

PROFESSIONAL AFFILIATIONS

- Member, Accounting Society - University of Texas at Austin
- Volunteer, Financial Literacy Program for High School Students

LANGUAGES

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST