



Anna Warren

Staff Accountant - Accounts Payable

☎ (512) 555-1234 ✉ anna.warren@example.com

🌐 linkedin.com/in/annawarren 📍 1234 Elm Street, Austin, TX 78701

STRENGTHS

- ✔ **Attention to Detail**
Ensured compliance and accuracy by thoroughly reviewing all aspects of accounting documentation.
- 👥 **Team Collaboration**
Fostered strong partnerships across departments to streamline financial operations and facilitate project success.
- 🤖 **AI Implementation**
Innovatively utilized AI agents, transforming and expediting invoice processing workflows dramatically.
- 💬 **Effective Communication**
Successfully addressed diverse accounting queries, strengthening relationships with stakeholders through transparency.
- 💡 **Proactive Problem Solver**
Anticipated challenges within financial processes and offered solutions that drove improvements in timeliness.

SKILLS

Accounts Payable

Financial Reporting AI Tools

Excel ERP Systems

Vendor Management

Reconciliation Journal Entries

Problem Solving

Communication skills

Team Collaboration

Compliance Regulations

Customer Support Data Analysis

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.

Dynamic Workflows

Process Automation

LANGUAGES

MY CAREER



● Accounts Payable Specialist at Innovative Solutions Inc. (4.1 Years)

● Junior Accountant at TechForward Solutions (2.2 Years)

● Accounting Intern at GreenTech Innovations (2 Months)

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

PROFESSIONAL AFFILIATIONS

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

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST