



MELISSA CARTER

Accounts Payable Specialist

Houston, TX
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(123) 456-7890

Accounts payable specialist with expertise in invoice processing and financial reconciliations

AP specialist with five years of experience managing vendor payments, reconciling accounts, and optimizing payment processes. Skilled in maintaining accurate financial records, improving workflow efficiency, and ensuring compliance with internal controls and regulatory standards. Adept at working with cross-functional teams to resolve discrepancies and enhance cash flow management.

Professional Experience

- **Accounts Payable Specialist** *Horizon Energy Solutions, Houston, TX | September 2022 - Present*
 - Process and verify over 500 invoices per month, ensuring timely payments and maintaining a 98% accuracy rate
 - Reconcile AP transactions, reducing discrepancies by 30% through enhanced review processes
 - Implemented a new electronic invoicing system, reducing processing time by 40% and improving workflow efficiency
- **Accounting Clerk** *Lone Star Logistics, Houston, TX | June 2019 - September 2022*
 - Reviewed and processed invoices, ensuring accuracy and compliance with company policies
 - Assisted in reconciling vendor accounts and resolving payment discrepancies, reducing overdue invoices by 20%
 - Maintained financial records and supported month-end closing activities for a department managing \$10 million in transactions annually

Education

- **Bachelor of Science (B.S.) Accounting** *Houston Community College, Houston, TX | 2019*

Key Skills

- ● ● ● ○ Invoice processing and vendor payments
- ● ● ● ○ AP reconciliation
- ● ● ○ ○ Expense tracking and reporting
- ● ● ○ ○ Internal controls and compliance
- ● ○ ○ ○ ERP systems (SAP, Oracle)
- ● ○ ○ ○ Process improvement and automation

Certifications

- **Certified Management Accountant (CMA)** (Institute of Management Accountants | 2018)
- **Certified Public Accountant (CPA)** (State of North Carolina | 2016)