



Accounts Payable Professional

Jessica Ramirez

Professional summary

Experienced Accounts Payable professional with 10+ years of experience in managing invoices and vendor accounts. Specialized in SAP ERP for end-to-end accounts payable processing. Known for accuracy, attention to detail, and strong vendor management.

Experience

Accounts Payable Specialist (SAP)

May 2018 - Now

Vertex Energy / Dallas, TX

- Process and review invoices using SAP, ensuring timely and accurate payments for over 500 vendors.
- Reconcile monthly account statements with SAP, resolving discrepancies and payment issues.
- Automated the invoice matching process in SAP, reducing manual input by 20%.
- Collaborate with finance and procurement teams to improve workflows and streamline payment processes.

Accounts Payable Clerk

June 2014 - April 2018

Triad Industries / Irving, TX

- Managed accounts payable functions, including data entry, invoice approvals, and payment runs.
- Conducted vendor audits, identifying and resolving discrepancies in accounts.
- Processed employee expense reports and ensured compliance with company policies.

Projects

SAP Implementation Project Lead

Vertex Energy, Dallas, TX

2021

- Led a project to implement a new SAP module for the accounts payable department.
- Trained 12 team members on the new SAP functions, reducing errors by 15% and improving efficiency.

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Dallas, TX

Education

Bachelor of Business Administration in Finance

University of Texas at Arlington

Arlington, TX

Graduated: 2014

Certifications

- Certified SAP Associate – valid till 2025
- Certified Accounts Payable Specialist (CAPS), IOFM – 2019

Skills

SAP ERP	◆◆◆◆◆
Invoice Reconciliation	◆◆◆◆◆
Data Analysis	◆◆◆◆◆
Payment Processing	◆◆◆◆◆
Microsoft Excel	◆◆◆◆◆