

 (404) 555-1212
 michael.peters@email.com
 United States, Atlanta, GA

SKILLS

Team Supervision



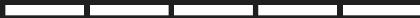
Invoice Processing



Oracle & SAP ERP



Process Optimization



Vendor Relations



ERP Systems: Oracle, SAP, NetSuite



Accounting Software: QuickBooks, Xero, Microsoft Dynamics



Data Analysis Tools: Microsoft Excel (VLOOKUP, Pivot Tables), Power BI



Michael Peters

Accounts Payable Supervisor

PROFESSIONAL SUMMARY

Detail-oriented Accounts Payable Supervisor with 11 years of experience overseeing accounts payable operations in fast-paced environments. Expertise in process optimization, team management, and cross-department collaboration. Adept at training and mentoring junior staff.

EXPERIENCE

■ April 2018 - Now

Accounts Payable Supervisor, Dawson Tech Solutions

- Supervise a team of 5 AP clerks responsible for processing 2,000+ invoices monthly.
- Developed and implemented new invoice approval workflows, cutting processing time by 40%.
- Train and mentor staff on financial systems and best practices, improving team performance.
- Collaborate with purchasing and procurement teams to resolve payment disputes.

■ July 2014 - March 2018

Accounts Payable Specialist, OmniLogix Inc

- Processed invoices, ensuring compliance with company policies and vendor terms.
- Assisted in month-end reconciliation, helping to meet company deadlines.
- Coordinated with vendors to resolve issues related to missing or incorrect invoices.

EDUCATION

■ Associate Degree in Accounting, Georgia State University, Graduated: 2014

VOLUNTEER EXPERIENCE

■ September 2020 - Now

Treasurer, Habitat for Humanity

- Oversee financial management for a local Habitat for Humanity chapter.
- Prepare budgets, financial reports, and ensure compliance with nonprofit regulations.

