**Objective**

Sally Ledger

Accounts Payable Specialist

54 Corbett Road, San Francisco, CA 94100

**Nationality**: American

**DOB**: Jun 23 1985

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Experienced accounts payable specialist with proven skills in accuracy, time management, and attention to detail. Demonstrated ability to process 10,000+ invoices per month, deliver timely and accurate financial and audit reports, and communicate efficiently with vendors, creditors, and shareholders. Competency with QuickBooks, SAP, Zoho Books, and other accounting tools

**Experience** **The Party Pros — Accounts Payable Assistant Manager – Setauket, NY — 2018 – 2021**

Reviewed and audited invoices prior to submitting payments.

Generated and updated monthly expense reports, cash flow statements, and accounting documents in file and electronic format.

Managed monthly reconciliation reports.

Performed accuracy checks of inventory against purchase orders on a weekly basis.

**Soup to Nuts — Accounts Payable Clerk – Nesconset, NY — 2014 – 2018**

Managed system used to track invoices and financial records.

Processed all payment transactions via cash, check, and credit.

Oversaw inventory audits.

Identified and resolved payment statement discrepancies.• Prepared and submitted daily bank deposits.

**Education** **Bachelor of Business Administration in Finance – Pale University — New York, NY — 2016**

Financial management and auditing and assurance services.

**Skills** Accounting procedures | Budget development | Data entry and math skills | Organizational skills | Strong communication | Attention to detail

**Certifications** **Certified Public Accountant**

**Certified Bookeeper (NACPB)**