

Accounts Payable Resume Templates

[Your Name]

[Address]

[Phone Number]

[Email]

OBJECTIVE:

Experienced and detail oriented Accounts Payable professional looking to bring [X] years of experience to [Company Name].

PROFESSIONAL EXPERIENCE:

[Company Name], [Location]

Accounts Payable | [Start Date] - [End Date]

- Processed 500+ invoices a week, accuracy and on time payments
- Reconciled vendor statements and resolved issues, reduced payment errors by 15%
- Created a digital filing system, reduced document retrieval time by 30%
- Managed vendor relationships and negotiated payment terms, saved \$50,000 a year

SKILLS:

- QuickBooks, SAP, Microsoft Excel
- Detail oriented and analytical
- GAAP knowledge and financial regulations
- Communication and problem solving skills

EDUCATION:

[University Name], [Location]

Bachelors of Science in Accounting | [Graduation Date]

CERTIFICATIONS:

- Certified Accounts Payable Professional (CAPP), [Year]

ADDITIONAL INFORMATION:

- English and Spanish speaker
- Volunteer Treasurer for local non-profit

Remember to fill in the blanks with your own information, and tailor to the job description of the position you are applying for.

[Unlock Your Accounting Potential – Enroll in Our Comprehensive Course Today!](#)