





# Sarah Johnson

A dedicated accounts payable and receivable specialist with a strong accounting and finance background, holds Bachelor's degrees from the University of California and New York University, and an Associate degree from Miami Dade College. Proven track record in managing daily accounts payable and receivable department operations, reconciling invoice discrepancies, and preparing detailed financial reports. Certified Accounts Payable Associate (CAPA), Certified Bookkeeper (CB), and Certified Public Accountant (CPA) with proficiency in accounting software and strong organizational skills.

## CONTACT

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-  email@example.com
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-  Philadelphia, PA 12345

## EDUCATION

Bachelor's Degree in Accounting  
University of California, Berkeley,  
California February 2025

Bachelor's Degree in Finance  
New York University, New York

Associate Degree in Business  
Administration  
Miami Dade College, Florida

## KEY SKILLS

- Reporting and documentation
- Task prioritization
- Team collaboration

## PROFESSIONAL EXPERIENCE

### Accounts Payable and Receivable Specialist | January 2018 - Present Deloitte, San Francisco, CA

- Manage and oversee daily operations of the accounts payable and receivable department, ensuring all financial transactions are accurately recorded and processed
- Reduced invoice discrepancies by 30% through meticulous reconciliation and resolution of clients' billing issues
- Prepare and present detailed weekly, monthly, and annual financial reports, aiding management in financial planning and decision-making

### Accounts Receivable Analyst | May 2016 - December 2017 PricewaterhouseCoopers (PwC), New York, NY

- Conducted account research to identify and correct errors, improving the overall accuracy of financial records by 25%
- Assisted in the preparation of detailed financial reports, contributing to effective financial planning and decision-making
- Used accounting software to streamline processes, increasing department efficiency by 20%

## PROFESSIONAL DEVELOPMENT

- Certified Accounts Payable Associate (CAPA), The Institute of Financial Operations
- Certified Bookkeeper (CB), American Institute of Professional Bookkeepers
- Certified Public Accountant (CPA), American Institute of Certified Public Accountants