

Ethan Martinez

Accounts Payable Assistant

Experienced accounts payable assistant with 9 years of expertise in vendor management, invoice reconciliation, and payment processing for large-scale operations. Proficient in managing multi-vendor payment cycles, reducing late payment fees through proactive follow-up systems, and processing high volumes of invoices accurately. Skilled in maintaining strong vendor relationships and supporting cost-reduction initiatives through systematic AP process improvements.

CONTACT INFORMATION



(123) 456-7890



email@example.com



Phoenix, AZ

EDUCATION

Bachelor of Business Administration in Accounting
Arizona State University,
Phoenix, AZ | May 2016

KEY SKILLS

- Full-cycle accounts payable processing
- Vendor relationship management (50+ vendors)
- Invoice verification and three-way matching
- Payment scheduling and cash flow coordination
- Late payment fee reduction and dispute resolution
- Budget tracking and expenditure reporting
- QuickBooks and accounts payable software
- Month-end AP reconciliation and close support
- Compliance documentation and audit preparation

PROFESSIONAL EXPERIENCE

ACCOUNTS PAYABLE ASSISTANT | NORTHPOINT LOGISTICS, PHOENIX, AZ FEBRUARY 2018 – PRESENT

- Managed accounts payable for 50+ vendors, processing \$2 million in annual invoices with a 99% on-time payment rate and maintaining positive supplier relationships
- Reduced late payment fees by 30% through a proactive follow-up and payment scheduling system that flagged at-risk invoices 10 days before due dates
- Processed and reconciled \$2 million in vendor invoices annually, achieving zero duplicate payments over 7-year tenure through three-way matching procedures
- Supported month-end AP close for 5 cost centers, preparing reconciliation summaries within 2 business days of period end
- Resolved 20+ vendor billing disputes annually, negotiating corrections and credits that recovered \$15,000 in overcharges over 3 years
- Prepared monthly expenditure reports for 3 department managers, providing actuals vs. budget variance analysis to support spending decisions

ACCOUNTING INTERN | SUN VALLEY ENTERPRISES, PHOENIX, AZ JUNE 2016 – JANUARY 2018

- Assisted in preparing weekly payment schedules for 25+ vendor accounts, ensuring all disbursements aligned with approved budget allocations
- Supported finance team in vendor communication and contract updates for 15 active vendor relationships
- Created monthly expenditure tracking reports used by senior accountants for budget variance analysis
- Processed 50+ invoices weekly with 97% accuracy, contributing to a department-wide accuracy improvement initiative

CERTIFICATIONS

- Accounts Payable Specialist Certification, IOFM, January 2018
- QuickBooks Certified User, Intuit, May 2017