

CONTACT INFORMATION

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Laurel, MS

KEY SKILLS

- SAP
- Microsoft Excel
- QuickBooks
- Full-Cycle AP Processing
- Three-Way Invoice Matching
- Balance Sheet Reconciliation
- Multi-Entity Coding
- W-9 and 1099 Compliance
- 10-Key Data Entry
- Vendor Negotiation

Aaron Gallagher

Accounts Payable Specialist

Accredited Payables Specialist (IOFM) with 6 years of experience in full-cycle AP processing, balance sheet reconciliation, and multi-entity coding using SAP, Microsoft Excel, and QuickBooks. Achieved 98.65% compliance audit accuracy by standardizing document coding procedures and reconciling W-9 records for 7 cost centers before each quarterly review. Reduced payment errors from 4.38% to 1.21% by building validation checks in SAP that flag duplicate entries and mismatched purchase order amounts.

PROFESSIONAL EXPERIENCE

2023 - Present

Accounts Payable Specialist | Chickasawhay River Distribution Co., Laurel, MS

- Achieved 98.65% compliance audit accuracy by standardizing document coding procedures and reconciling W-9 records for 7 cost centers before each quarterly review.
- Complete 14 balance sheet reconciliations per month across 3 entities, clearing discrepancies within 2 business days of period close.
- Reduced payment errors from 4.38% to 1.21% by building validation checks in SAP that flag duplicate entries and mismatched purchase order amounts.
- Classify and summarize financial data in Microsoft Excel for multi-entity ledgers, coding an average of 83 line items per day.

2021 - 2023

Accounts Payable Associate | Leaf River Millworks LLC, Hattiesburg, MS

- Prepared audit support packages that passed every semi-annual review with a compliance accuracy score of 98.66%.
- Completed 11 balance sheet reconciliations per month, identifying and correcting $6,370 in misapplied credits over 18 months.
- Lowered payment error rate by 16.17% after introducing a three-way match process for purchase orders, receiving reports, and vendor invoices.
- Operated SAP and a 10-key calculator to record and store invoice data, processing batches of up to 47 documents per session.

2020 - 2021

Accounts Payable Clerk | Pine Belt Office Solutions Inc., Ellisville, MS

- Reconciled 8 balance sheet accounts per month, resolving outstanding items in an average of 3.5 days.
- Reduced coding errors by 13.47% after creating a reference guide that mapped 126 expense accounts to departmental categories.
- Recorded and classified numerical data using Microsoft Excel and QuickBooks, maintaining organized digital files for 9 cost centers.

EDUCATION

BSBA, Accounting

University of Southern Mississippi, Hattiesburg, MS | 2016 - 2020

CERTIFICATIONS

Accredited Payables Specialist, IOFM, 2022