

Chiamaka Rinaldi

AP Supervisor

Accounts payable supervisor with 12 years of experience directing monthly payment processing of $2.59M across ACH, wire, and check disbursements for 11 cost centers. Raised early-pay discount capture rate from 62.9% to 87.42% by restructuring invoice approval routing and shortening review turnaround. Skilled in SAP, Microsoft Excel, IRS 1099 reporting, and full-cycle AP across multi-cost-center environments.

CONTACT INFORMATION

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Chadron, NE 12345

EDUCATION

BA Business Administration (Accounting option)
Chadron State College, Chadron, NE
2010 – 2014

KEY SKILLS

- SAP
- Microsoft Excel
- Full-Cycle AP
- Month-End Close
- IRS 1099 Reporting
- W-9 Documentation
- ACH Disbursements
- Three-Way Matching
- 10-Key Calculator
- Payment Run Scheduling
- ERP Administration

PROFESSIONAL EXPERIENCE

- AP Supervisor, Niobrara Valley Holdings LLC, Chadron, NE
  2021 – Present
  - Raised early-pay discount capture rate from 62.9% to 87.42% by restructuring invoice approval routing and shortening review turnaround from 9 days to 4 days.
  - Directed monthly payment processing of $2.59M across ACH, wire, and check disbursements for 11 cost centers.
  - Reduced month-end reporting time by 7 hours per cycle by building automated reconciliation templates in Microsoft Excel that pull trial balance data from SAP.
  - Supervised a team of 4 AP staff, conducting weekly workload reviews and cross-training each member on IRS 1099 reporting and W-9 documentation requirements.
  - Handled routine correspondence with department heads, answering phone inquiries and filing approved payment requests.
- Senior AP Specialist, Pine Ridge Creek Manufacturing Co., Alliance, NE
  2017 – 2021
  - Processed a monthly dollar volume of $1.67M by coding, verifying, and posting invoices for 8 departmental accounts in SAP.
  - Improved discount capture rate from 71.1% to 82.7% by creating a payment-terms calendar that flagged invoices eligible for early-pay terms 5 days before the deadline.
  - Cut month-end reporting time by 4.5 hours after designing a standardized close checklist and pre-formatted journal entry templates.
  - Ran weekly check and ACH payment batches for 73 active suppliers, holding each batch for approval before release.
- AP Clerk, Wildcat Hills Office Solutions Inc., Scottsbluff, NE
  2014 – 2017
  - Entered invoice data using a 10-key calculator and SAP, maintaining daily batch totals averaging $56,430 across 6 expense accounts.
  - Shortened month-end reporting preparation by 3 hours by organizing digital filing structures and pre-sorting accrual documents before the close deadline.
  - Performed general office duties including filing vendor contracts, answering an average of 22 telephone calls per day, and distributing incoming mail to 4 departments.