

Gregory Pacheco

AP Clerk

CONTACT INFORMATION

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Warrensburg, MO 12345

EDUCATION

BSBA, Accountancy
University of Central Missouri, Warrensburg, MO
2022 - 2024

KEY SKILLS

- QuickBooks
- Microsoft Excel
- Three-Way Invoice Matching
- 10-Key Data Entry
- Vendor Statement Reconciliation
- Account Coding
- ACH Payment Processing
- W-9 Tax Documentation
- IRS 1099 Reporting

ABOUT ME

Accounting graduate with 2 years of experience processing up to 347 invoices per week across multi-unit organizations using QuickBooks and Microsoft Excel. Skilled in three-way invoice matching, ACH payment processing, and vendor statement reconciliation across multiple cost centers.

PROFESSIONAL EXPERIENCE

AP Clerk | 2025 - Present
Blackwater Creek Supply Co., Warrensburg, MO

- Complete 9 payment runs per month covering ACH and check disbursements, scheduling each cycle within 48 hours of invoice approval.
- Process an average of 347 invoices per week by verifying figures, postings, and account codes in QuickBooks before supervisor review.
- Resolve 27 vendor inquiries per week by researching payment status, correcting remittance details, and updating contact records.
- Perform interest and discount calculations on early-pay terms, applying correct amounts due to 4 vendor accounts each billing period.
- Check figures and documents for mathematical accuracy across 6 departmental cost centers, flagging discrepancies within 4 hours of receipt.

Accounting Assistant | 2024 - 2025
Pertle Springs Office Group LLC, Sedalia, MO

- Processed 218 invoices per week, matching purchase orders and packing slips before entering line items into Microsoft Excel spreadsheets.
- Resolved 14 vendor inquiries per week regarding open balances, credit memos, and missing remittance information.
- Debited and credited accounts in QuickBooks for 3 business units, reconciling daily batch totals against bank deposit records.