

Miguel Trujillo

AP Specialist

Certified Bookkeeper (AIPB) with 6 years of accounts payable experience spanning three-way invoice matching, vendor negotiations, and IRS 1099 reporting across SAP, QuickBooks, and Microsoft Excel. Reduced overhead costs by $24,830 per year by renegotiating payment terms with 14 suppliers and consolidating three duplicate service contracts. Lowered overdue payments from 29 open items to 11 per aging cycle by building a structured follow-up schedule in SAP.

CONTACT INFORMATION

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Havre, MT 12345

KEY SKILLS

- SAP
- QuickBooks
- Microsoft Excel
- IRS 1099 Reporting
- W-9 Documentation
- Three-Way Invoice Matching
- Multi-Entity Coding
- Vendor Negotiations
- Aging Report Analysis
- 10-Key Data Entry

PROFESSIONAL EXPERIENCE

AP SPECIALIST | MILK RIVER EQUIPMENT HOLDINGS LLC, HAVRE, MT
2023 – PRESENT

- Reduced overhead costs by $24,830 per year by renegotiating payment terms with 14 suppliers and consolidating three duplicate service contracts.
- Prepared and filed 187 IRS 1099 forms annually, collecting and verifying W-9 documentation for all non-employee vendors before the January deadline.
- Lowered overdue payments from 29 open items to 11 per aging cycle by creating a 45-day follow-up schedule in SAP and escalating past-due balances at the 30-day mark.
- Matched order forms with invoices for 9 cost centers, recording account codes and tax data in SAP for batches averaging 74 documents per day.

AP ASSOCIATE | BEAR PAW GRAIN AND SEED CO., CHINOOK, MT
2021 – 2023

- Cut annual overhead spending by $8,710 by identifying and canceling 6 redundant vendor subscriptions during a quarterly expense review.
- Filed 143 IRS 1099 forms each tax year, cross-referencing payment totals in Microsoft Excel against vendor records to confirm reporting thresholds.
- Reduced overdue invoices from 34 to 16 per month by sending structured reminder notices at 15, 30, and 45 days past due.
- Reconciled vendor statements against internal ledgers and flagged $3,940 in duplicate charges over 14 months, routing each discrepancy to the controller within 2 business days.

ACCOUNTS PAYABLE CLERK | HIGHLINE PRAIRIE SERVICES INC., GREAT FALLS, MT
2020 – 2021

- Compiled and verified W-9 forms for 86 vendors, ensuring IRS compliance before year-end 1099 preparation.
- Matched purchase orders to receiving documents and invoices, entering approved line items into QuickBooks for 5 departmental accounts.
- Noted and reported discrepancies averaging $1,960 per quarter by comparing invoice amounts to approved purchase order totals and escalating mismatches to the AP lead within 24 hours.

EDUCATION

BS in Business (Accounting option)
Montana State University, Bozeman, MT | 2016 – 2020

CERTIFICATIONS

Certified Bookkeeper, AIPB, 2021