
Invoice Processor Resume

Job Objective

To use my abilities and training as an Invoice Processor to gain employment in your company.

Highlights of Qualifications:

- Admirable experience in invoice processing and data entry operations
 - Operational knowledge of policies and procedures applicable in accounting systems
 - Working knowledge of invoice processing and GA/RTR systems
 - Proficient in client interaction and management
 - Ability to resolve issues requiring immediate attention and perform under strict timeframes
 - Ability to meet up customer expectations in adherence with standard policies
 - Ability to spot the invoices which don't have PO
 - Ability to handle multiple clients and contacts for each invoice
 - Ability to converse with people at all management level over email, phone and face to face communication
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Professional Experience:

Invoice Processor

Marten Transport, LTD, Dearborn, MI

August 2007 – Present

- Ensured all Ariba Buyer segments are duly filled with correct and complete details.
- Attained on-time payments by apposite and effectual monitoring and controlling of suppliers invoices.
- Verified Ariba Invoice billing information cross against details provided in support document.
- Identified measures to enhance invoice processing and offered assistance to operation's staff and suppliers as required.
- Participated actively in team tasks and performed efficiently as team member.
- Administered individual performance utilizing Performance Management Procedure and provided complete business training as needed.
- Provided assistance for safe work activities and behaviors complying every safety and ergo norms and standards.

Invoice Processor

Retreat Capital Management, Inc., Dearborn, MI

May 2004 – July 2007

- Prepared, edited, revised and validated contractor invoice by company.
 - Tracked and analyzed all RCA's requests for contract action.
 - Updated and monitored all contractor files on basis of project spread sheets.
 - Developed and updated spread sheets related to contract accounting.
 - Provided assistance with accruals and cash flow for contractors.
 - Updated company database with accurate data entry of invoices.
 - Complied with established internal and external invoice processing.
 - Maintained and controlled archives of invoice details in alliance with respective categories.
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Education:

Bachelor's Degree in Accounting

Fresno Pacific University, Fresno, CA

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