




# SARAH THOMPSON

## Accounts Payable Manager

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Chicago, IL 



### PROFESSIONAL SUMMARY

Highly skilled Accounts Payable Manager with 12+ years of experience in financial management and team leadership. Proven ability to streamline accounts payable processes, manage vendor relationships, and implement cost-saving initiatives. Expertise in financial software and process automation.

### EDUCATION

#### Bachelor of Science in Accounting

DePaul University / Chicago, IL

Graduated: 2012

### Certifications

- Certified Accounts Payable Manager (CAPM), Institute of Finance & Management (IOFM) – 2020
- Certified Public Accountant (CPA), Illinois Board of Accountancy – 2018

### SKILLS

- Accounts Payable Automation Expert
- Vendor Management Expert
- SAP & QuickBooks Expert
- Budgeting & Forecasting Expert
- Process Improvement Expert

### EXPERIENCE

2017 - Now

#### Accounts Payable Manager Harper Construction, Inc. / Chicago, IL

- Lead a team of 8 accounts payable clerks to process an average of \$20 million in invoices per month.
- Implemented a new electronic invoicing system, reducing processing time by 30%.
- Reconciled complex vendor accounts, improving payment accuracy and vendor satisfaction by 25%.
- Manage month-end closing activities, ensuring timely and accurate financial reporting.

2012 - 2017

#### Accounts Payable Specialist Anderson & Sons Manufacturing / Aurora, IL

- Processed invoices, expense reports, and check requests for a large manufacturing company.
- Maintained strong vendor relationships, resolving invoice discrepancies and payment delays.
- Supported AP automation projects, helping to reduce manual data entry errors.

### PROFESSIONAL AFFILIATIONS

Institute of Finance & Management (IOFM)  
Member

American Association of Accounting Professionals (AAAP)  
Member