

 (303) 555-6711

 robert.young@email.com

 Denver, CO

EDUCATION

Associate Degree in Business Administration

Community College of Denver, Denver, CO

Graduated: 2012

Certifications

- Certified Accounts Payable Specialist (CAPS), Institute of Finance & Management (IOFM) – 2018
- Advanced Oracle Accounts Payable Certification – 2021

SKILLS

- Oracle & SAP ERP
- Payment Processing
- Vendor Account Reconciliation
- Cash Flow Management
- Financial Reporting

LANGUAGES

- Spanish: Intermediate – Conversational
- French: Basic

ROBERT YOUNG

SENIOR ACCOUNTS PAYABLE SPECIALIST

PROFESSIONAL SUMMARY

Seasoned Accounts Payable professional with 12 years of experience in invoice management, vendor relations, and reconciliation. Expertise in ERP systems such as Oracle and SAP. Proven track record of improving accounts payable processes and reducing errors.

EXPERIENCE

- March 2016 - Now

Senior Accounts Payable Specialist

Mountain View Energy Solutions / Denver, CO

- Manage accounts payable for over 700 vendors, processing invoices and maintaining accurate payment records.
- Streamlined the accounts payable process, reducing late payments by 15% through improved cash flow management.
- Assisted in implementing a new Oracle AP system, leading training sessions for the finance team.
- Worked with internal auditors to ensure compliance with financial policies and regulations.

- September 2012 - September 2016

Accounts Payable Clerk

Pine Ridge Construction / Littleton, CO

- Processed and tracked all vendor invoices, ensuring timely payments.
- Reconciled discrepancies in accounts and handled payment disputes with vendors.
- Supported month-end closing activities by ensuring all AP transactions were recorded accurately.

TRAINING AND DEVELOPMENT

- 2020 - 2020 / Mountain View Energy Solutions

Leadership Development Program

- Completed a company-sponsored program focusing on leadership in financial operations, team building, and project management.