



# MICHAEL ANDERSON

## Accounts Payable Clerk

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### SUMMARY

Meticulous and detail-oriented Junior Accountant with a strong foundation in financial principles and practices. Demonstrates proficiency in managing accounts payable and receivable, conducting reconciliations, and preparing financial statements. Adept at utilizing accounting software and tools to enhance efficiency and accuracy. Committed to maintaining compliance with regulatory requirements and organizational policies. Possesses exceptional analytical skills, facilitating insightful financial analysis that supports strategic decision-making.

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### WORK EXPERIENCE

#### Accounts Payable Clerk ABC Corporation

Jan 2023 - Present

- Processed vendor invoices and ensured timely payments.
- Conducted monthly reconciliations of accounts payable accounts.
- Assisted in the preparation of financial reports for management.
- Maintained accurate records in compliance with company policies.
- Collaborated with suppliers to resolve discrepancies.
- Utilized ERP systems to streamline invoicing processes.

#### Junior Financial Analyst XYZ Inc.

Jan 2020 - Dec 2022

- Prepared monthly financial statements and variance analyses.
  - Supported budget preparation and forecasting activities.
  - Analyzed financial data to identify trends and inform management decisions.
  - Assisted in developing financial models to project future revenues.
  - Reviewed and improved internal controls to enhance financial accuracy.
  - Coordinated audits and provided documentation for external auditors.
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### EDUCATION

#### Bachelor of Science in Accounting, University of Finance, 2021

Sep 2019 - Oct 2020

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### ADDITIONAL INFORMATION

- **Technical Skills:** Accounting principles, Accounts payable, Financial reporting, Analytical skills, ERP systems, Compliance
- **Awards/Activities:** Reduced invoice processing time by 20% through process improvements.
- **Awards/Activities:** Recognized as Employee of the Month for outstanding performance in financial reporting.
- **Awards/Activities:** Contributed to achieving a 15% increase in operational efficiency within the finance department.
- **Languages:** English, Spanish, French