

Cheral Stufflebean

Accounts Payable Clerk

Profile

I am an experienced Accounts Payable Clerk with over 1 year of experience working in a fast-paced environment. I have excellent attention to detail and enjoy working with numbers. I am able to work independently and take direction well. I am also proficient in Microsoft Office, including Excel and QuickBooks. In my previous role, I was responsible for processing invoices, issuing payments, and reconciling accounts.

Employment History

Accounts Payable Clerk at The Vermont Country Store, VT

May 2022 - Present

- Processed an average of 500 invoices per week.
- Matched purchase orders to invoices and resolved discrepancies.
- Entered invoices into accounting software and coded them to the proper cost center.
- Reconciled vendor statements on a monthly basis.
- Paid vendors in a timely manner according to terms.

Accounts Payable Clerk II at Vermont Teddy Bear Company, VT

Aug 2021 - Apr 2022

- Cut Accounts Payable expenses by 10% through process improvements.
- Reduced processing time for invoices by 15%.
- Automated the payment approval process, saving 2 hours per week.
- Negotiated discounts with 3 major suppliers, totaling \$5,000 in savings per month.
- Maintained accuracy of 99.5% on all processed invoices.

Education

High School Diploma at Champlain Valley Union High School, Hinesburg, VT

Sep 2016 - May 2021

I've learned how to study for and take tests, how to do research, and how to write papers.

Certificates

Accounts Payable Certification

Jan 2021

Accounts Receivable Certification

Jun 2019

Memberships

American Institute of Professional Bookkeepers

National Association of Accounts Payable Professionals

Details

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Links

[linkedin.com/in/cheralstufflebean](https://www.linkedin.com/in/cheralstufflebean)

Skills

Accounts payable

Accounts receivable

QuickBooks

Microsoft Excel

10-key by touch

Data entry

Accuracy

Languages

English

Bengali

Hobbies

Organizing

Scheduling

Budgeting