

EUGINA HERTE

Accounts Payable Clerk

eugina.herte@gmail.com

(867) 410-5290

320 West Virginia Ave, Martinsburg, WV
25401



PROFILE

I am an experienced Accounts Payable Clerk with over 1 year of experience working in a fast-paced environment. I have gained excellent time management and organizational skills while maintaining a high level of accuracy and attention to detail. I work well independently as well as part of a team, and always take initiative to streamline processes whenever possible. My strong computer skills allow me to efficiently process invoices using various software programs, including Microsoft Excel and QuickBooks.

LINKS

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

SKILLS

Accounts payable

Accounts receivable

QuickBooks

Microsoft Excel

10-key by touch

Data entry

Accuracy

LANGUAGES

English

French

EMPLOYMENT HISTORY

● Accounts Payable Clerk at West Virginia American Water, WV

May 2022 - Present

- Streamlined the accounts payable process, reducing processing time by 10%.
- Implemented a new accounting software system that improved efficiency and accuracy.
- Negotiated better payment terms with vendors, resulting in an annual savings of \$12,000.
- Resolved a backlog of 200 outstanding invoices totaling \$100,000.
- Processed an average of 300 invoices per week with a 98% accuracy rate.
- Reconciled vendor statements on a monthly basis to ensure all payments were up-to-date.

● Accounts Payable Clerk II at Appalachian Power, WV

Aug 2021 - Mar 2022

- Reduced the Accounts Payable department's processing time by 10%.
- Implemented a new system for tracking invoices which resulted in \$5,000 in annual savings.
- Negotiated discounts with vendors which saved the company \$1,200 per month.
- Resolved a dispute with a major vendor which had been ongoing for 6 months.
- Processed an average of 200 invoices per day.
- Maintained accuracy rate of 97%.

EDUCATION

High School Diploma at Parkersburg High School, Parkersburg, WV

Sep 2017 - 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

Feb 2021

Accounts Receivable Certification

Sep 2019

MEMBERSHIPS

American Institute of Professional Bookkeepers

National Association of Accounts Payable Professionals