


Oscar Stueben

Accounts Payable Clerk

I am an experienced Accounts Payable Clerk with over 1 year of experience in the field. I have a strong attention to detail and take pride in my work. I possess excellent organizational skills and can handle multiple tasks simultaneously. I have worked extensively with accounting software programs, such as QuickBooks and Microsoft Dynamics GP, and have a thorough understanding of general ledger accounts. In addition, I am proficient in Microsoft Office applications, including Excel and Word.

oscar.stueben@gmail.com 

(887) 187-8736 

Foundry Street, Concord, NH
03301 

Education

**High School Diploma at
Dover High School, Dover,
NH**

Sep 2017 - May 2021

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

Links

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

Skills

Accounts payable

Accounts receivable

QuickBooks

Microsoft Excel

Key by touch

Data entry

Accuracy

Employment History

Accounts Payable Clerk at Fiserv, NH

May 2022 - Present

- Streamlined the Accounts Payable process, reducing processing time by 10%.
- Verified and processed invoices for payment in a timely manner.
- Resolved discrepancies with vendors and corrected invoices as needed.
- Set up new vendor accounts and maintained accurate vendor records.
- Processed weekly check runs and prepared ACH payments.

Accounts Payable Clerk II at Accenture, NH

Sep 2021 - Mar 2022

- Processed an average of 300 invoices per week with a 98% accuracy rate.
- Demonstrated excellent customer service skills by resolving vendor inquiries in a timely and professional manner.
- Maintained up-to-date records of all processed invoices and payments.
- Reconciled vendor statements on a monthly basis.
- Assisted with the annual audit by providing requested documentation in a timely manner.

Certificates

Accounts Payable Certification

Aug 2020

Accounts Receivable Certification

May 2019

Memberships

American Institute of Professional Bookkeepers

National Association of Accounts Payable Professionals