

# TEAYA KLEHN

Senior Accounts Payable Specialist

[teaya.klehn@gmail.com](mailto:teaya.klehn@gmail.com)

(171) 710-4224

8310 W Klondike Hwy, Palmer, AK 99645



## PROFILE

I am a senior accounts payable specialist with over 5 years of experience. I have a strong track record of managing all aspects of the Accounts Payable process, from data entry to check processing. I am highly organized and efficient, and have a keen eye for detail. I am also proficient in QuickBooks and Microsoft Office Suite.

## LINKS

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

## SKILLS

Accounts payable

Accounts receivable

QuickBooks

Microsoft Excel

10-key by touch

Data entry

Organizational skills

## LANGUAGES

English

Hindi

## HOBBIES

Organizing

Crafting

Reading

## EMPLOYMENT HISTORY

### ● Senior Accounts Payable Specialist at North Slope Borough School District, AK

Apr 2022 - Present

- Reduced the Accounts Payable aging by 30%, from an average of 45 days to 31 days, within the first 6 months on the job.
- Implemented a new invoicing process that saved the company \$15,000 per month in processing costs.
- Negotiated better payment terms with vendors, resulting in annual savings of \$120,000.
- Automated payments for recurring invoices, which reduced manual processing time by 50%.
- Resolved a long-standing issue with duplicate payments that had been costing the company an estimated \$5,000 per month.

### ● Accounts Payable Specialist at Denali Alaskan Federal Credit Union, AK

Jul 2017 - Feb 2022

- Reduced the Accounts Payable backlog by 50% within 3 months.
- Implemented a new invoicing system that decreased processing time by 30%.
- Negotiated payment terms with vendors which saved the company \$10,000 per year.
- Resolved a dispute with a major vendor that had been ongoing for 6 months.
- Developed and trained 2 junior accounts payable specialists.

## EDUCATION

### Associate's degree in accounting or business administration at University of Alaska Anchorage

Aug 2013 - May 2017

I have learned how to communicate with people from different backgrounds, how to manage my time wisely, and how to work independently.

## CERTIFICATES

### Certified Accounts Payable Professional (CAPP)

Jun 2021

### Certified Government Financial Manager (CGFM)

Apr 2020

## MEMBERSHIPS

American Institute of Certified Public Accountants

National Association of Accounts Payable Professionals