LEO THOMPSON

ACCOUNTS PAYABLE SUPERVISOR

CONTACT

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(123) 456-7890 📞

King of Prussia, PA 📍

[LinkedIn](#) 💼

EDUCATION

Bachelor of Science

Finance

University of Pennsylvania

2012 - 2016

Philadelphia, PA

SKILLS

QuickBooks

Oracle Financials

Workday

Microsoft Dynamics 365
Finance

Microsoft Excel

eFileCabinet

Zapier

WireXchange

Blue Prism

DocuWare

WORK EXPERIENCE

Accounts Payable Supervisor

UGI Corporation

2022 - current / King of Prussia, PA

- Processed invoices with Microsoft Dynamics 365 Finance, realizing an increase of *23% in invoice processing speed*
- Led a team of four in maintaining an efficient filing system with eFileCabinet, reducing document retrieval time by 17 minutes per day
- Organized departmental budget using QuickBooks, resulting in a cost saving of $1,776 within eight months
- Overhauled the system for timely payments using WireXchange, leading to an 11% reduction in late payment fees

Staff Accountant

AmerisourceBergen Corporation

2019 - 2022 / Chesterbrook, PA

- Analyzed financial information with Oracle Financials, reducing statement preparation time by 11%
- Developed a new financial reporting process using Workday, leading to an improvement in report generation time by 9 days per month
- Increased accounts receivable collection by 16% through the successful negotiation of outstanding balances
- Evaluated financial discrepancies using Microsoft Excel, *uncovering $1,446 in misallocated funds per year*

Junior Bookkeeper

PNC Financial Services Group

2016 - 2019 / Pittsburgh, PA

- Authored a detailed manual on the use of DocuWare for storage and retrieval of financial documents, *reducing related training time by eight hours per employee*
- Assisted in the implementation of a new expense tracking system with Zapier, which led to savings of $86 per month
- Coordinated domestic and foreign wire transfers using WireXchange, ensuring funds reached recipients 8% faster
- Handled expense claims, ensuring quicker disbursement and reducing the average wait time for claims by 6 days