**Frank Hudson**

7, Franklin Street, Seattle, WA 14403

Telephone number: 808 - 222 - 1313

Email id: frankhudson@example.com

**Career Objective**:

To attain the position of accounts payable analyst in an organization and use my accounting skills to proficiently handle the accounts payable functions of the organization.

**Key Skills**:

* Highly knowledgeable in accounting standards, principles and practices relevant to work requirements
* Excellent observation and detailing skills that help maintain accuracy and completeness within the departmental documents
* Strong written and oral communication skills
* Familiarity with the local, state and federal regulations concerning accounting procedures of the organization
* Effective organizational, leadership and task management skills

**Work Summary**:

**Designation** : Accounts Payable Analyst

**Organization name** : Sapphire Finance Data Inc, Seattle

**Duration** : June 2013 - till date

**Responsibilities**:

* Compile the payment data for the last quarter and figure out the payment trends. Based on the observations, ensure availability of necessary funds in the account for timely payments.
* Determine an accurate accounts payable system and procedure for the staff members to follow
* Monitor the procedures for invoice processing and funds disbursement. Suggest ways to make improvements within the procedures to ensure cost effectiveness and time effectiveness.
* Study the cases of non-payments of the organization and report the reasons for the same. Also, make suggestions to eliminate those shortcomings within the report.

**Designation** : Accounts Payable Analyst

**Organization name** : Emerald Financial Solutions Inc, Seattle

**Duration** : April 2011 - May 2013

**Responsibilities**:

* Analyze the current accounts payable system in practice and evaluate its effectiveness and ability to give desired results
* Study and analyze all of the departmental documents and verify the data within the documents for accuracy in facts and compliance with law and organizational policies
* Update the organization about the latest methods, practices and technical support for accounts payable tasks. Analyze the utility of each and suggest the appropriate ones to the organization.
* Coordinate with the accounts receivable analyst to prepare a summarized income-expenses report

**Educational Qualifications** :

* Qualification: Bachelor's Degree in Accountancy
Awarding Body: Seattle University
Year of Passing: 2011

**Certifications** :

* Qualification: Diploma in Bookkeeping Practices
Awarding Body: Seattle University
Year of Passing: 2012

**Technical Competence** :

* Highly skilled in using accounting softwares like QuickBooks, Peachtree etc
* Highly skilled in using MS Office Applications - MS Word, MS PowerPoint, MS Excel

**Reference**:

Will be provided on request.