**Robert C. Bayer**

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**Job Objective:**

Detail-oriented, result-focused and experienced accounting professional seeking a mid-level position with a reputed firm to utilize my skills in improving client relations, and supporting financial operations.

**Summary of Skills:**

* Sound knowledge of account payable principles, and extensive work experience
* Ability to track payment processing, and resolve discrepancies in invoices
* In-depth information about keeping general ledgers updated, and proficiency in using accounting software
* Capable of preparing concise reports highlighting significant issues along with practical solutions
* Capable of negotiating orders and following policies related to the payment terms
* Strong interpersonal and communication skills

**Work Experience:**

Accounts Payable

The Sullivan Group, New York, NY

November 2016 – Present

* Working continuously to improve payment procedure increasing vendor satisfaction by 45%
* Coordinating with the accounts payable team to ensure payment to vendors is completed according to the agreed terms
* Maintained daily record of business transactions, and verified them with respective departmental heads
* Answering calls and mails from suppliers, vendors to resolve their queries over pricing, and effectively negotiating the product rates
* Managing vendors' accounts, and issuing payment through cash, card, check, or online
* Collaborating with the area's top delivery agencies to ensure fast delivery of orders to the clients to get maximum satisfaction
* Preparing monthly reports, including payments done, and outstanding issues

Accounts Payable

Envistacom Services Pvt Ltd., New York, NY

March 2014 – October 2016

* Established monthly payment cycles to ensure checks are deposited in vendors' accounts in time
* Updated all account payable data in the company database to maintain accuracy in the general ledgers
* Coded invoices, vouchers, receipts, and other details for quick reference
* Conducted monthly team meetings, resolved vendors' complaints, and developed a module to deliver payment within deadline
* Took responsibility to keep track of all payments, expenditures, including purchase orders, invoice statements and receipts
* Monitored payment processing and issued checks or transferred through net banking to clear dues of vendors

Accounts Payable Associate

Essex Incorporation, New York, NY

July 2012 – February 2014

* Maintained accounting ledgers by posting account transactions, and performed monthly reconciliations as required
* Received invoices from vendors, reviewed and processed them using accounting software
* Coordinated with finance and accounting department to assist in the resolution of issues involving business transactions
* Assisted senior accounts payable professionals to prepare correct checks, and resolve invoice or payment discrepancies with vendors
* Prepared a monthly sales report to calculate the total tax amount on the paid invoices
* Matched purchase orders to invoices and made accurate entries in the company database
* Monitored all vendor calls, and addressed issues related to account payable

**Education:**

* Bachelor's Degree in Business Studies  
  New York University, New York, NY   
  2012

**Reference:**

On request.