

Amina Johnson

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SUMMARY

Detail-oriented Senior Accounts Payable Specialist with over 7 years of experience in managing high-volume transactions and enhancing financial processes. Proven track record of implementing cost-saving initiatives and improving payment accuracy to support organizational goals.

EXPERIENCE

Senior Accounts Payable Specialist

Jan 2022 - Present

Tech Innovations Inc., Seattle, WA

- Streamlined the invoice processing system, reducing processing time by 30%, resulting in quarterly savings of \$20,000.
- Improved vendor payment accuracy to 99.5% through meticulous reconciliation and adherence to compliance standards.
- Implemented an automated reporting tool that decreased manual reporting time by 50%, enabling faster decision-making.

Accounts Payable Specialist

Jun 2018 - Dec 2021

Global Enterprises Ltd., Seattle, WA

- Managed accounts payable for a portfolio of over 300 vendors, ensuring timely payments and maintaining positive vendor relationships.
- Reduced invoice discrepancies by 25% through enhanced auditing processes and staff training.
- Collaborated with cross-functional teams to optimize financial workflows and enhance overall operational efficiency.

Junior Accounts Payable Associate

Jul 2016 - May 2018

Finance Solutions Co., Seattle, WA

- Assisted in processing over \$5 million in invoices annually while adhering to strict compliance protocols.
- Contributed to a project that digitized records, which improved retrieval time by 40% and reduced paper usage significantly.
- Supported month-end close activities, ensuring that all invoices were recorded accurately and promptly.

EDUCATION

Bachelor of Science in Accounting

May 2018

University of Washington, Seattle, WA • GPA: 3.7

SKILLS

Technical Skills: Invoice Processing, Reconciliation, Financial Reporting, Budget Management

Tools & Frameworks: SAP, Oracle Financial Services, Microsoft Excel, QuickBooks