MARGARET L. WEAVER

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ENTERPRISING, HARD-WORKING AND TECHNICALLY SKILLED ACCOUNTS PAYABLE SPECIALIST known for accuracy, attention to detail and timeliness in managing disbursement functions for diverse-industry employers. A/P career spans 17 years of experience in manufacturing, retail, higher education and other industries and has included accountability for the processing of up to 20,000 invoices ($1M) per month. Backed by solid credentials (BS in accounting) and proficiencies in generally accepted accounting practices as well as MS Office Suite, Great Plains software, QuickBooks, ERP/EDI systems and SAP.

KEY SKILLS

- Accounts Payable Processes & Management
- Invoices/Expense Reports/Payment Transactions
- Corporate Accounting & Bookkeeping
- GAAP Standards & Government Regulations
- Vendor Negotiations & Management

- ERP, EDI & Financial System Technologies
- Records Organization & Management
- Journal Entries & General Ledger
- Teambuilding & Staff Supervision
- Spreadsheets & Accounting Reports

PROFESSIONAL EXPERIENCE

ABC INC. *(Luxury brand retailer),* Sydney / **MANUCORP** *(Large manufacturer),* Sydney
Accounts Payable Specialist, 2/02 to 5/09

For both employers, handled daily A/P processes; supervised A/P clerks; managed vendor/supplier relations; and oversaw the timely, accurate processing of invoices, purchase orders, expense reports, credit memos and payment transactions. Maintained adherence to corporate, accounting and GAAP standards; addressed escalated issues from employees and vendors regarding accounts payable; and ensured accurate and compliant A/P files and records in accordance with company policies and government regulations.

Key Results:

- Managed the accurate and timely processing of up to 20,000 invoices ($1M) per month for large, multi-site organizations. Assessed and closed A/P sub-ledger on a monthly basis, validated content and resolved various issues.

- Implemented next-generation technologies and process automations (including new EDI and ERP systems) to foster an environment of continuous improvement. Trained users and served as the primary "go-to" troubleshooter on these new systems, which propelled efficiency gains and significant time- and cost-savings.

- Facilitated "no-fault" internal and external audits as a result of sound recordkeeping and thorough documentation.

- Instituted thorough cross-checking of pack-lists, receivers and invoices that halted a previous history of thousands of dollars in overpayments to suppliers.

- Renegotiated payment terms with dozens of suppliers/vendors from Net 7 to Net 60 days for manufacturer emerging from bankruptcy. Improved cash flow and helped facilitate company's return to profitability.

- Composed effective accounting and ad-hoc reports summarizing A/P data for supply chain, HR and other departments.

- Consistently maintained accuracy in calculating figures and amounts such as discounts, interest, commissions, proportions and percentages.

TEMP INC. *(Temporary staffing agency),* Sydney
Accounts Payable Clerk, 1/97 to 1/02

Assumed responsibility for the full cycle accounts payable process in temporary contract positions filling in for absent, vacationing or unfilled A/P roles for a variety of companies. Worked in both short-term (two to four weeks) and long-term assignments (up to nine months) for manufacturers, nonprofit organizations, hotels/restaurants, schools, hospitals and other businesses. Handled data entry and general ledger work as well as bookkeeping and general clerical tasks.

PROFESSIONAL EXPERIENCE *(CONTINUED)*

TEMP, INC. *(continued)*

Key Results:

- Achieved in-demand status as a sought-after A/P temp worker, with multiple companies requesting repeat or extended contracts and making offers of full-time employment at the culmination of initial temp assignment.

- Demonstrated the ability to fill in at a moment's notice, quickly mastering new systems, processes and workflows.

- Resolved months of backlogged work, restored order and organization to processes/records in disarray, researched and solved billing problems and corrected invoicing and journal entry errors that had previously been missed.

- Operated financial computer systems and furnished senior company executives with A/P liability summaries and cash flow reports that were consistently praised for their accuracy, user-friendliness and timeliness.

- Handled the processing, distribution, accuracy verification and maintenance of invoices, interfacing extensively with a nationwide network of vendors and suppliers.

XYZ UNIVERSITY *(Public university),* Sydney
Accounts Payable Supervisor, 9/95 to 1/97 / **Accounts Payable Clerk,** 5/92 to 9/95

Promoted to supervise accounts payable operations for XYZ University's College of Arts and Sciences, including payment of invoices, proofing of checks and communication with outside vendors. Participated in planning/implementing business policies and procedures to ensure proper internal controls, including adherence to budget control and compliance with tax requirements. Provided effective management of payables service to campus-wide organizations and served as primary backup to accounts payable manager.

Key Results:

- Assumed expanded responsibilities (concurrent with A/P duties) as the university's interim A/P manager and payroll administrator filling in during vacations and maternity leave.

- Formally recognised by university administration for injecting improvements into recordkeeping/controls that reversed a history of missed payment deadlines, lost invoices and lack of proper authorization on expenditures.

- Rebuilt trust with vendors/suppliers, repairing damaged relationships by ensuring timely, correct payments for all goods/services received.

EDUCATION

XYZ UNIVERSITY, Sydney
Bachelor of Science in Accounting, 1992

AFFILIATIONS

Member, AAPA (Australian Accounts Payable Association), 2008 to Present
Member, IAPP (International Accounts Payable Professionals), 2007 to Present

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TECHNOLOGY SUMMARY

MS Office (Word, Excel, PowerPoint) ● SAP ● Oracle ● Great Plains ● QuickBooks ● EDI Systems ● Windows (all)