Candidate #F-1418

Accounts Payable Officer · 4 years experience

Candidate ID: F-1418

Category: Finance **Experience:** 4 yrs **Location:** Manila, Philippines **English:** C1 **Fee:** A$1,300/mo

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Employer names, personal contact details, and identifying information have been removed.
To arrange a screening call, contact us at adeptstaffing.com.au.

PROFESSIONAL SUMMARY

I'm an AP officer with four years processing high-volume invoices and managing supplier payments for Australian businesses. I handle invoice matching, approval workflow management, payment runs, and supplier reconciliations. I'm Xero and MYOB certified. I take pride in achieving timely payments while catching duplicate invoices and errors before they hit the bank. I'm fast, reliable, and I communicate proactively when something doesn't add up.

SKILLS

Accounts payable processing | Xero | MYOB | Invoice matching & approval workflow | Supplier reconciliation

WORK EXPERIENCE

AP Officer

AU construction company · 2021-05 – Present

Processed 400+ invoices per week across 3 entities. Reduced late payment penalties by 80%.

Finance Assistant

PH manufacturing company · 2020-01 – 2021-04

Processed supplier invoices, reconciled statements, and prepared weekly payment lists.

CERTIFICATIONS

* **Xero Advisor Certified**
  Xero · 2021-08 · Verified by Adept