**Leroy C. Hobbs**

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**Career Objective:**

Looking for an accounts payable administrator position at "Watson Company, Inc.," to process and issues checks to vendors in a timely manner, maintain records, and reconcile accounting discrepancies.

**Summary of Skills:**

* Excellent mathematical, computer, and accounting skills
* Ability to read and follow simple and complex instructions
* Ability to sit and work for long periods
* Good typing speed and knowledge of MS Office suite and accounting software
* Ability to reconcile and solve issues promptly and efficiently
* Excellent telephone and coordination skills

**Work Experience:**

Accounts Payable Administrators

The Miracle Group Company, Tucson, AZ

October 2014 - Present

* Collecting, filing, and matching vendor invoices according to purchase orders
* Assigning code of invoices for easily recognition of vendors and types of material supplied
* Correcting pricing, taxing, quantity, and total amount on invoices
* Entering invoice data into the accounting system and answering vendors' calls
* Drafting accounts payable reports and securing permission of drawing check
* Maintaining accounts payable files and details of unpaid vendor invoices

Accounts Payable Administrator

United Electronics, Tucson, AZ

March 2013 - September 2014

* Monitored accounts payable files and ensured vendors are paid their dues in time
* Performed weekly, fortnightly, and monthly check accounts payable files
* Processed and entered details of vendor invoices into the accounting system
* Tracked unpaid invoices and coordinated with the accounting manager for the same
* Took backup of invoices, purchase orders, payment done to vendors, and payment to be made
* Collected and entered cash transaction for meeting petty expenses of the department

**Education:**

* High School Diploma  
  St. George School, Tucson, AZ  
  2011
* Associate Degree in Accounting  
  Tucson University, Tucson, AZ  
  2013

**Reference:**

On request.