Sage Dalton

Accounts Payable Specialist

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SUMMARY

Accounts payable specialist with 5 years of experience in distribution and manufacturing, processing high-volume invoices in SAP and NetSuite. Cut the average invoice approval time from 9 days to 3 and caught $48,000 in duplicate billing over the past year. Known for clean three-way matching and vendor relationships that stay on good terms even during disputes.

EXPERIENCE

Accounts Payable Specialist — Brackenridge Distribution Group

Tulsa, OK · Feb 2022 – Present

- Process an average of 420 vendor invoices a month in SAP, matching purchase orders, receipts and invoices before routing for approval.
- Identified $48,000 in duplicate and overbilled invoices over 12 months by auditing a sample of high-dollar vendors each week.
- Cut average invoice approval time from 9 days to 3 by rebuilding the routing rules and following up directly with the 15 slowest approvers.
- Reconcile 60 vendor statements a month, resolving discrepancies before they reach collections and keeping the company off 2 vendor credit holds.
- Set up early-payment terms with 8 key suppliers, capturing $14,000 a year in discounts the company had been missing.

Accounts Payable Clerk — Ferrow Manufacturing

Broken Arrow, OK · Aug 2019 – Jan 2022

- Entered and coded 250 invoices a week into NetSuite, assigning the correct GL accounts and cost centers for 6 departments.
- Processed weekly check and ACH payment runs averaging $380,000, verifying remittance details before release.
- Maintained W-9 and 1099 records for 140 vendors and prepared year-end 1099 filings with the controller.
- Cleared a backlog of 300 unmatched invoices inherited from a prior system migration within 6 weeks.

SKILLS

Systems: SAP, NetSuite, QuickBooks Online, Concur, Microsoft Excel (VLOOKUP, pivot tables)

Process: Three-way matching, PO reconciliation, ACH and check runs, W-9/1099 compliance

Accounting: GL coding, month-end accrual support, vendor statement reconciliation

Soft skills: Vendor communication, dispute resolution, deadline management

CERTIFICATIONS

Certified Accounts Payable Associate (CAPA), 2021

EDUCATION

A.A.S. Accounting, Tulsa Community College, 2019

Fictional example by FindAJobAI: the person, employers and numbers are invented.