

TOOLS FOR TRANSITION SAMPLE RESUME

Accounts Payable Manager

Property Management • System Conversions

Manderson Real Estate Group Inc.

1992 – 2016

Largest private owner of multi-family properties in the Atlanta metro area; 18,000 units; 500 employees

Accounts Payable Manager 2000 – 2016

Accounts Payable Supervisor 1998 – 2000

Accounts Payable Assistant Supervisor 1996 – 1998

Accounts Payable Specialist 1992 – 1995

Promoted into positions of greater responsibility to oversee all functions of Accounts Payable department for a high-volume, multi-state operation as it grew from 1,500 to 18,000 units. Hired, trained, and supervised up to 12 staff.

Processed 1,800 invoices and 1,200 checks weekly. Generated 950 Form 1099's electronically through IRS website. Managed 9,000 vendor records for file system and reporting. Involved in overseeing property transitions and off-boarding of properties to new owners. Handled vendor relations and reconciled utility 3rd-party exceptions.

Worked closely with cash management department and bank to set up internal controls to identify possible fraud. Oversaw period-end close for purchasing, accounting and accounts payable systems. Reconciled automatic debit payments, and posted entries in accounts payable to transfer payment information to general ledger.

- Planned, and implemented, and trained staff for four systems conversions over a 20-year period.
- Established invoice imaging and attachment to increase easy access and reduce filing.
- Identified and transitioned utility invoices into auto-payment process for 300+ accounts in a three-week period.
- Set up and transitioned 12,000 apartment unit utility accounts to a 3rd-party company.
- Established new purchasing invoice system process and procedures in six weeks. Worked with systems analyst to establish rules, process and approval workflow, and security settings. Oversaw post-implementation work to perfect the process. System was used for over five years.

Early Career

Investor Relations (including dividend payments and K1's)

John Jones Corporation (securities)

Accounts Payable / Cost Accounting / Office Manager

Blake Construction (commercial)

Software

Navision (Microsoft Dynamics ERP): Financials and human resources

RealPage: Property management software; OneSite Purchasing; OpsTechnology (expense management)

CASS Utility: Bill processing/payment and information analysis for utility and facility-related expenses

Citrix: Virtualization, networking and cloud technologies

ConsumptionSmart: Energy usage statistics and payment histories

FileTrail: Document storage

EchoSign: E-signatures for contracts

Microsoft: Word, Excel