JULIAN MERCER

ACCOUNTS PAYABLE SPECIALIST

San Francisco, CA | (415) 555-0148 | julian.mercer@email.com | linkedin.com/in/julianmercer

PROFESSIONAL SUMMARY

Accounts Payable Specialist with 8+ years processing high-volume invoices in manufacturing and healthcare supply environments. Applies three-way matching, vendor communication, and payment run discipline to pay accurately, capture discounts, and keep audit trails clean.

PROFESSIONAL EXPERIENCE

Senior Accounts Payable Specialist
Mar 2022 - Present

Cardinal Health, Dublin, OH

- Process about 1,100 vendor invoices a month through three-way match in SAP, keeping the first-pass match rate at 93% against a team goal of 90%.
- Review the weekly aged payables report with department heads and clear invoices stuck in approval, cutting items older than 45 days by 30%.
- Resolve price and quantity exceptions with purchasing and receiving, shrinking the open exception queue from 240 items to under 90.
- Run twice-weekly ACH and check payment batches, with zero payment errors reported across the last four quarterly audits.
- Trained three new clerks on coding rules and approval routing, and cut their ramp-up from eight weeks to five.
- Support the quarterly accrual process by estimating unbilled receipts with buyers, keeping variance to final invoices within 3%.
- Maintain vendor master records and verify bank detail changes by callback, blocking two payment-redirection attempts last year.

Accounts Payable Specialist
Jun 2019 - Feb 2022

- Captured early-pay discounts by prioritizing eligible invoices in each batch, earning about $58,000 in discounts over two years.
- Reconciled vendor statements for the 40 largest suppliers monthly and found $21,000 in unapplied credits to recover.
- Documented the duplicate invoice check and the new vendor setup steps, which auditors cited as a clear control in the annual review.
- Migrated 300 recurring vendors into an invoice automation tool, trimming manual keying on those invoices by roughly 40%.
- Prepared annual 1099 forms for 220 vendors with no IRS correction notices across three filing seasons.

Accounts Payable Clerk
Sep 2016 - May 2019

Nationwide Children's Hospital, Columbus, OH

- Coded and entered 600 invoices a month for clinical supply and facilities vendors, meeting a five-day processing standard.
- Answered vendor payment inquiries by phone and email within one business day and kept a log that cut repeat calls.
- Supported month-end accrual entries by listing received-not-invoiced items for the finance manager each close.
- Reconciled purchasing card statements for 35 cardholders each month and chased missing receipts within five days.
- Set up new vendors with W-9 verification and tax ID matching, which kept the vendor file free of duplicate records.

CORE SKILLS

Three-way matching | Invoice processing | SAP | Oracle Payables | Vendor reconciliation | ACH and check runs | Expense reports | Early-pay discounts | Accruals | 1099 reporting | Audit support | Excel | Coupa | Vendor master maintenance

EDUCATION

B.S. in Accounting, Ohio State University, Columbus, OH

CERTIFICATIONS

Certified Accounts Payable Professional (CAPP) | Microsoft Excel Associate