

Anne M Mecke

annemecke@yahoo.com

(303) 945-5245

Senior accounting professional with demonstrated expertise in SAP, Peoplesoft, Oracle 11i financials, JD Edwards, Sage, Excel, Access, Siebel, and Powerpoint. Excellent interpersonal communication skills, strong organization, follow-up and project/process management skills.

Experience: Accounts Payable Specialist
July 2019

May 2019 -

Zayo Group/Insight Global

- Daily vendor communication to resolve invoice payment discrepancies
- Answering vendor phone and email inquiries
- Assisted with updating VAT Tax data on vendor profiles

AP Analyst-Vendor Maintenance
2019

Nov 2018 - May

GC Services/Verizon Corporate

- Training Verizon Internal employees to use the Global Vendor Portal
- Answering vendor phone and email inquiries
- Updating Master data for vendor profiles

Worked short term AP Contract positions after leaving Arrow
Jan 2018-Nov 2018

Supplier Accounting Analyst
- Jan 2018

August 2017

High Country Executive Staffing/Arrow Electronics

- Processed Invoices for payment in a timely/accurate manner
- Journal Entries and assistance with month-end close
- Coordinated resolution of escalated issues with vendors
- Assisted in providing support for internal/external audits
- Daily vendor communication to resolve invoice payment discrepancies

Account Payable Specialist
June 2016

Dec 2014 -

Unemployed
2014

Dec 2013 - Dec

Anheuser Busch In-Bev

- Processed Invoices for payment in a timely/accurate manner

- Managed Wholesale Budgets
- Managed new employee on-boarding
- Journal Entries and assistance with month-end close
- Coordinated resolution of escalated issues with vendors
- Assisted in providing support for internal/external audits
- Daily vendor communication to resolve invoice payment discrepancies

(Cont)

*Regulated Goods Coordinator
Dec 2013*

Dec 2010-

Wal-Mart Home Office/Accounts Payable Controls Division

- Processed high volume, three-way match invoices for payment in a timely/accurate manner
- Journal Entries and assistance with month-end close
- Coordinated resolution of escalated issues with vendors
- Assisted in providing support for internal/external audits
- Daily vendor communication to resolve invoice payment discrepancies
- Processed EFT payment
- Assisted with Bank Reconciliations

Shipping/Receiving Clerk

Jan 2004-Oct 2008

Frez-N-Stor

- Received, stored, and shipped materials (export)
- Prepared shipping documents for both domestic and international loads
- Verified that loads and pallets were billed correctly to companies
- Tracked and recorded all incoming shipments into warehouse

References: Available Upon Request