

Karin Peterson

Accounts Payable Clerk

Address Grand Meadow , MN, 55936

Phone 5072734362

E-mail klpetebunny@gmail.com

Vigilant Accounts Payable Clerk with 26 years of experience working with accounts. Committed to on-time payments, maintaining detailed records and paying vendors on time. Detail-oriented worker with proven resourcefulness and reliability.

Efficient and detail-oriented **Accounts Payable Clerk** with over 26 years of experience. Expert in accounting principles, reconciliation procedures, report generation and processing payments on account. Knowledgeable in ensuring the accuracy of information.

Organized **Accounts Payable Clerk** boasting 26 years of comprehensive experience in Kahler Grand Hotel. Committed to maintaining 100% accuracy in processing invoices. Proficient in vendor management and bank reconciliation. Proactive and self-motivated with high degree of professionalism and strong problem-solving capabilities.



Skills

Bookkeeping, 10 key calculator, Invoicing, invoice entry, reconcile vendor statements, check printing



Work History

Oct 1993 - Apr 2020 **Accounts Payable Clerk**
Kahler Grand Hotel , Rochester , MN

- Applied proper codes to invoices, files and receipts to keep records organized and easily searchable.
- Paid vendors by monitoring discount opportunities and paid employees by receiving and verifying expense reports.
- Entered invoices requiring payment and disbursed amounts via check, electronic transfer or bank draft.
- Generated financial statements and reports detailing accounts receivable status
- Disbursed petty cash by recording entries and verifying documentation.
- Kept vendor files accurate and up-to-date to expedite payment processing.
- Entered figures using 10-key calculator to compute data quickly.
- Applied mathematical abilities on daily basis to calculate and check figures in all areas of accounting systems.



Education

Sep 1991 - **Bookkeeping Clerk Degree : Bookkeeping**
Jun 1992 *Riverland Community College - Rochester MN*



Accomplishments

Person in charge for Accounts Payable for 4 hotels. Issued checks weekly and on demand checks.