

Lisa A. Boydston
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EDUCATION

May 1988 Associate Degree in Business Administration, Nicholls State University

EMPLOYMENT

- Dec 2018 – Present **AP Supervisor**, AbleHearts Communications
Supervise seven people. Process payables for corporate office. Experience with allocations to multiple facilities. Same duties as below.
- Oct. 2014 – Dec 2018 **AP Lead**, Greystone Healthcare Management
Process high volume invoices, accrue sales tax, write up journal entries, filing, reconcile vendor statements, customer support, check processing. Assist with implementing Basware invoice software. Responsible for training all new AP personnel.
- June 2004 – Sept. 2013 **Accounts Payable Coordinator**, Holland & Knight LLP
Prep and key high volume invoices, accrue sales tax, journal entries, filing, reconciling vendor statements, answer phones, check processing. Oversee six other people in the department.
- Oct. 2002 - June 2004 **Accounts Payable**, United Agri Products, Inc.
Process high volume invoices, reconcile vendor statements, filing, reconciling vendor invoices to purchase orders, answer phones, check processing
- June 2001 - Oct. 2002 **Accounts Payable/Accounts Receivable**, Choicelegal, Inc.
Enter and pay all bills, journal entries, reconcile bank statements, post checks into receivables, filing, answer phones, bank deposits, check processing
- Sept. 1998 - May 2001 **Accounts Payable**, E. Sam Jones Distributor
Prep and key high volume invoices, journal entries, reconcile vendor invoices to purchase orders, filing, answer phones, reconcile vendor statements, count inventory
- July 1989 - Sept. 1998 **Accounts Payable/Accounts Receivable**, Buckner Rental Service
Enter and pay all bills, journal entries, post checks to client's accounts, reconcile purchase orders, filing, answer phones, count inventory, check processing

Software used: AS400, Elite, ChromeRiver Invoice and Expense, Basware, Business Central, Navision, DSSI, SAP, Quickbooks