CANADIAN • RICHMOND HILL, CANADA, L4B 0B1 •
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TAVISHA NULLATEMBY

Accounts Payable Specialist

PROFESSIONAL SUMMARY

Accounts Payable Specialist with over 4 years of experience in managing invoices and financial reporting, ensuring accuracy and compliance with company policies. Demonstrates strong analytical abilities and technical skills in ledger management and account reconciliation, processing up to 500 invoices monthly without error. Committed to leveraging time management and organizational skills to enhance financial operations and support organizational growth.

EMPLOYMENT HISTORY

ACCOUNTS PAYABLE SPECIALIST — **Jun 2024 - Present**
Equifax (Contract) — ***Toronto***

- IT invoice coding and analysis for non-labour (e.g. telecommunication and cloud costs) and labour expenses (e.g. contractor SOWs)
- Use Oracle Financials for:
  - timesheet data analysis & reporting (Projects)
  - creating internal requisitions for purchase orders (iProcurement)
  - creating receipts to trigger payment requests (iProcurement)
- Expediting approvals or creating new suppliers via support tickets (Procurement, Accounts Payable, Vendor Master Data)
- In conjunction with the Software Renewals team and IT Leadership coordinate software and hardware maintenance renewals
- Develop professional working relationships with IT, Finance, Accounting and Procurement to ensure timely accurate flow pertinent information (costs, time tracking report, purchases, etc.)
- Find innovative ways to reduce costs and improve procurement processes
- Review, standardize and document procedures to improve efficiency
- Leveraging Equifax best practices for operational excellence

ACCOUNTS PAYABLE COORDINATOR — **Jun 2023 - Jun 2024**
Geranium — ***Toronto, Canada***

- • Receive, review, verify, code and enter invoices
- • Review each report to ensure - all transactions match check, credit card deposit slips statement, organizing paperwork by date and month
- • Established financial reports by collecting, analyzing, and summarizing account information and trends
- • Process cheque runs and EFT payments on a weekly and monthly basis
- • Prepare AR invoices for collection of management feesStreamlined invoice processing, ensuring accuracy in financial reports and timely payments, while managing AR invoices for efficient fee collection.
- Meticulously reviewed and organized financial documents, enhancing data integrity and facilitating smooth audit processes.
- Optimized accounts payable workflows, reducing processing time and improving vendor relationships through prompt, accurate payments.

ACCOUNTS ASSISTANT — **Sep 2019 - Jun 2023**
Nella Cutlery — ***Toronto, Canada***

- • Collaborate with accounting team to support various accounting projects and activities on a daily basis
- • Provide assistance to prepare financial statements according to company policies
- • Carry out reconciliations of account, general ledger and sub-ledger
- • Verify financial statements, ledgers and accounts for errors and make appropriate corrections or refer to supervisor if errors are of complex nature
- • Perform account reconciliations and ensure all ledgers are closed as per company law
- • Processed up to 500 invoices monthly for all locations with no error

EDUCATION

MSC ACCOUNTING & FINANCE — **Sep 2018 - Jun 2019**
University of Portsmouth — ***Portsmouth, England***

BSC (HONS) ACCOUNTING & FINANCE | **Sep 2015 - Jun 2018**
Southampton Solent University | ***Southampton, England***

SKILLS

Data-driven analysis, Analytical abilities, Time management, Organizational skills, Computer skills, Technical skills, Financial reporting, Invoice processing, Account reconciliation, Ledger management.

LANGUAGES

English *(Native)*, French *(Native)*.