

# Nailah Killewald

## Accounts Payable

### Profile

I am an experienced Accounts Payable professional with over 5 years of experience in processing invoices and payments. I have a strong attention to detail and take pride in ensuring all invoices are processed accurately and timely. I have excellent communication skills which has allowed me to build strong relationships with vendors and internal customers alike. My goal is always to ensure the efficient operation of the Accounts Payable department while providing exceptional customer service.

### Employment History

#### Accounts payable clerk at JPMorgan Chase & Co. (New York)

Feb 2022 - Present

- Streamlined the AP process, resulting in \$20,000 in savings per month.
- Negotiated better payment terms with vendors, saving the company \$15,000 annually.
- Automated invoicing and payments processes, reducing processing time by 50%.
- Set up a centralize AP operation which saved the company \$4 on every invoice processed.
- Reduced duplicate payments by 30%, saving an additional \$6,000 per month.

#### Accounts payable supervisor at Citigroup Inc. (New York)

Sep 2017 - Jan 2022

- Streamlined the process for reviewing and approving invoices, resulting in a 30% reduction in processing time.
- Developed and implemented new controls to reduce payment errors by 15%.
- Negotiated discounts with vendors that saved the company \$250,000 annually.
- Partnered with the Accounting team to resolve outstanding issues and reconcile Accounts Payable balances on a monthly basis.
- Managed a team of 10 Accounts Payable clerks responsible for processing 3,000 invoices per week.

### Certificates

#### Accounts Payable Certificate (APC)

Apr 2021

#### Accounts payable Professional (APP)

Jan 2020

#### Certified Accounts Payable Associate (CAPA)

Jun 2018

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### Education

#### Associate's degree in Accounting at University of North Carolina, Chapel Hill, NC

Aug 2013 - May 2017

I learned how to read and interpret financial statements, prepare journal entries, manage payrolls, and file taxes.

### Links

[linkedin.com/in/nailahkillewald](https://www.linkedin.com/in/nailahkillewald)

### Skills

Accounts Payable

Accuracy

Attention to Detail

Time Management

Organization

Schedule Adherence

Communication

### Languages

English

Dutch