



Lizabeth F Smith

LIMITLESS, FOCUSED, SMART

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Objective:

Seeking a challenging employment opportunity where I will be able to utilize my experience and problem solving skills. My customer service and communication skills as well as data management skills allow me to maintain precise accounting records. Extensive knowledge and understanding of payment processing will be an asset.

Job Titles:

- Accounts Payable Team Leader
- Project Manager
- Research Specialist
- Testing and Procedures Specialist
- Assistant Supervisor

Knowledge and skills:

- Twenty years experience in accounts payable.
- Proficient in use of Microsoft Excel, Word, Outlook and Access as well as Oracle, Sage, Monarch and multiple banking platforms.
- Working knowledge of Microsoft Dynamic AX, General Ledger, PowerPoint and Power BI.
- Good verbal and written communication and organizational skills.
- Demonstrates basic understanding of accounting principles and how those principles apply to the data flowing through the network.
- Detail oriented with excellent analytical, problem solving and decision making skills.
- Demonstrates a sense of urgency and ability to meet deadlines.
- Able to work independently or as a team member.
- Excellent research and documentation skills.
- Experience and working knowledge of public and media relations, and graphic design.
- Self-starter able to adapt to changing circumstances.
- Eager to learn new processes and skills, and quickly acclimates to new software.

Employment History

Pawsible Marketing (Part-time) Independent Contractor

February 28, 2021 – to present

- Assists in public and media relations, research, marketing, production and sales specializing in the pet industry.
- Updates and maintains client sales data using data extracted from multiple sources imported into excel spreadsheets to create pivot tables and pivot charts and analyze the most effective use of their marketing dollar.
- Creates Excel sales, market tracking, and margin sheet templates for use with new clients.
- Creates, updates and maintains inventory and business intelligence programs for clients.
- Handles special research projects to assist in developing marketing tactics for clients.

- Learning marketplace development and implementation for clients on platforms such as Amazon, Walmart, eBay, GoDaddy Shopping and 3PL shipping systems for clients.
- Maintains social media for clients by finding brand-appropriate content, ensuring posts are accurately scheduled and monitoring accounts for issues, comments and effectiveness.
- Website building and design using Go Daddy Pro, Word Press and Elementor.
- Assists in developing advertising campaigns and strategies for clients.
- Utilizes time-tracking software to set up new projects, accurately record and notate hours worked, and provide detailed billing reports per client or project.
- Researches and identifies both main and neighborhood media contacts and communicates press releases with appropriate pitches to assist in garnering media and press mentions for clients.
- Communicates with clients and coordinates with event representatives on special events.
- Writes press releases and media pitches for specific events, new product launches, etc.
- Researches media results and documents findings for reporting effectiveness.
- Analyzes media results and expenditures to determine and recommend time and cost saving measures that will increase efficiency and improve the company's bottom line.
- Uses graphic design software, creates reports and related visual content to provide detailed documentation and reporting to clients.

Door Dash & Uber Eats (Part-time)

June 27, 2021 – to February 10, 2022

Picked up food orders from restaurants and delivered them to local residents.

Polaris (Oldcastle Infrastructure)

October 13, 2020 – February 23, 2021

Accounts Payable

- Processed invoices through Box and Microsoft Dynamic AX.
- Verified invoices matched POs and were within tolerances.
- Took ownership of several districts and ensured all new invoices were paid promptly.
- Communicated with plant personnel to resolve discrepancies and obtain PO information.
- Handled several projects within the districts to research and resolve old invoices.
- Worked closely with the East Region Controller to verify records for specific vendors were accurate and up-to-date.

UPS

April 19, 1999 – June 8, 2020

AP Contracts Department / Lease Project – Team Lead

- Approved lease invoices prepared within the group and forwarded them for processing.
- Verified leases within the leasing system and produced various reports to assist co-workers.
- Created AIMS files for large volume lease invoices to reduce manual key entry and ensure accuracy of the data being imported into DSL (Duty Sub Ledger).
- Reconciled matching entries within the DSL by using an Access database and Excel pivot tables.
- Trained replacements in another country to take over responsibilities and mentored them for several months.
- Spearheaded initiatives and guided my replacements in coordinating with various other departments to clear up all old items.

Accounts Payable Payment Processing- Team Lead

- In 2015, assumed healthcare wire processing duties and streamlined numerous processes.
- In 2018, created a database to track FX payments and trained the wire processor.
- Also in 2018, created a database that is still in use to first analyze invoice data and then determine payment scheduling to prevent system crashes and rejected payments.
- Over the years suggested many process enhancements and changes for the department to save time, increase productivity and reduce opportunities for errors.
- As needed, backed up departmental co-workers by processing a variety of payments.
- Was lead trouble-shooter and problem solver within the department.

Accounts Payable Payment Processing

- Before technology evolved to allow online retrieval of check images, maintained a CD library of images provided by the bank and was responsible for sending check copies to requestors.

- Reconciled the main cash accounts, a job typically handled only by management, for a year before the recons were transitioned to a new location.
- Processed payment batches in multiple currencies of different types in various systems, primarily through Oracle but also through JP Morgan Chase and BNY Mellon websites.
- Set up controls and processed Oracle wires until their transition.
- Created and distributed stale letters regarding uncashed checks before transition elsewhere in 2013.
- Maintained an access database regarding returned stale letters and processed the reissues or cancels.
- Researched and reissued escheated payments as appropriate.
- Researched unpaid invoices within Oracle and missing payments to correct errors and prevent delays.
- Sent daily issue files to bank to notify them of checks created the previous business day.
- Was responsible for daily review and decision making regarding exception checks flagged by the bank.
- Processed daily payment batches for Canadian checks, credit card and insurance payments.
- Handled the daily credit card maintenance, monitoring and reconciliation and managed all communications with vendors
- Was back up for other payment batches as well as stop payments as needed.
- Took point on testing and creating procedures during several Oracle upgrades.

Accounts Payable

- Spent two months resolving issues to allow invoices to flow into Oracle.
- Transitioned to the fledgling help desk to answer calls and emails and provide resolutions for vendors.

Norell/UPS Terraces

February 1996 – June 1998

Administrative/Accounts Payable

- Handled district invoices and payments prior to regional consolidation.
- Researched unpaid invoices and ensured timely payments to vendors.
- Assisted internal and external customers as needed.

B. Dalton Booksellers

1990-1995

Assistant Supervisor

- Daily oversaw several employees during opening and closing of the store
- Created work schedules and store displays
- Handled day to day customer interactions and cash management
- Responsible for creating and maintaining all magazine displays

Education

Oglethorpe University

Atlanta, GA

International Business and Philosophy, undergraduate credits

Hobbies and Interests

- Active in dog training and dog sports for over twenty years. Teaches two dog agility classes a week, both beginner and advanced levels.
- Reading, yarn crafts and agility course design.