

# Chrystal Haley, Accounts Payable/Receivable

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## PROFILE

Accounts Payable/Receivable specialist with a proven track record in managing financial functions within ERP systems. Streamlined accounts payable processes, reducing invoice entry time by 15%, while improving accounts receivable collections and decreasing outstanding invoices by 20%. Demonstrated expertise in monthly reconciliations and payroll processing, ensuring accuracy and enhancing employee satisfaction. Possess strong organizational and relationship-building skills, contributing to overall operational efficiency.

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## EMPLOYMENT HISTORY

June 2017

### Accounts Payable/Receivable, Haley Manufacturing

Manage accounts payable and receivable functions within ERP system. Enter AP invoices, reconcile supplier statements, and process payments. Generate and send customer invoices, track AR payments, and distribute statements. Reconcile monthly checking and credit card statements. Oversee payroll processing for the organization.

- Streamlined AP processes, reducing invoice entry time by 15%.
- Improved AR collection efficiency, decreasing outstanding invoices by 20%.
- Ensured accurate monthly reconciliations for accounts and credit cards.
- Facilitated timely payroll, enhancing employee satisfaction.

### Barista, Grizzly Espresso

Craft high-quality coffee beverages and deliver exceptional customer service. Foster strong relationships with patrons to enhance loyalty and satisfaction. Maintain cleanliness and organisation of workspace. Collaborate with team to meet daily operational goals.

- Delivered outstanding coffee experiences to customers.
- Cultivated lasting relationships with regular patrons.
- Ensured cleanliness and efficiency in work environment.

2012

### Beauty Consultant, Mary Kay

Cultivated customer relationships as Beauty Consultant at Mary Kay. Managed marketing initiatives and organised small databases to enhance business operations. Focused on delivering exceptional customer service to drive retention and satisfaction.

- Developed marketing strategies to boost product visibility.
- Organised customer data for targeted outreach.
- Enhanced client relationships through personalised service.

Jan 2007 — Jan 2008

### Waitress, Drift-Inn Restaurant

Provided exceptional service in fast-paced dining environment. Developed strong relationships with regular customers. Managed multiple tasks efficiently in a self-reliant team. Demonstrated reliability and organizational skills.

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## SKILLS

Accounts Payable	Expert	Organisational Skills	Expert
Accounts Receivable	Expert	Relationship Building	Expert
ERP Systems	Expert	Customer Service	Expert
Monthly Reconciliations	Expert	Problem Solving	Expert
Payroll Processing	Expert	Team Collaboration	Expert