

# Kristen Brown

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Experienced, Educated, and Ambitious **Accounts Payable Specialist** who works to develop the operational efficiency of the organization. Accurate, precise, and ethical in all work assignments and able to immediately contribute to the company's financial goals and objectives. Demonstrated ability to develop and implement strategic plans to ensure company growth. Knowledge of Accounting Principles and Systems. Proficiency in a wide range of accounting functions, including invoice and vendor management, expense reports, and reconciliation. Dedicated to efficiently and effectively analyzing financial information to ensure the profitability and strategic goals of the organization. Strong administration and communication skills.

- Leadership/Motivation/Teamwork
  - Company/Operations Development
  - Invoice Creation and Processing
  - Accounts Payable and Receivable
  - Communication/Customer Relations
  - Computer Program Knowledge
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## PROFESSIONAL EXPERIENCE

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### **STAFF ACCOUNTANT (Remote), EisnerAmper Governance Services Ltd United States, 2023**

AP: Take primary ownership of the AP process, including vendor correspondence, vendor profile management (W9/W8 record keeping, vendor payment information setup and maintenance), vendor bill management and reconciliations (AP bills upload, GL coding, system integration), generate and reconcile purchase orders. AR: Take the primary ownership of customer correspondences (customer profile set up, AR collections), generating invoices, applying payment receipts, and maintaining AR aging reports. Monthly Closing: Complete bank reconciliations, accounts receivable, accounts payable, and other non-complex balance sheet accounts. Assists Sr accountants with required monthly closing work papers. Daily Operations: Closely monitor the accounting@ email and fulfill ad-hoc requests in a timely manner.

### **ACCOUNTS PAYABLE ACCOUNTANT (Remote), Engine Room, Pleasanton, California, 2022 to 2023**

Process our clients' vendor invoices and credit card expenditures, using Engine Room systems. Review all client invoices and credit card expenditures for appropriate documentation and approval, prior to payment. Make sure invoices are properly coded. Answer vendor and client questions promptly and accurately. Match invoices to purchase orders and e-payment, prior to bill payment. Process electronic bill payments. Maintain vendor files. Maintain W-9s and prepare 1099s. Reconcile vendor statements. Research and reconcile discrepancies. Participate in month-end closing. Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices. When required, take part in purchasing: Send approved POs to vendors. Match receives against purchase orders. Track order status. Produced required reports. Perform other job-related tasks, when assigned.

### **ACCOUNTING CLERK-ACCOUNTS PAYABLE, Energy Northwest, Richland, Washington 2010 to 2022**

Responsible to process and prepare payments and check requests; matches vendor invoices to purchase order information and resolves discrepancies; approves and initiates payment to vendors; responds to inquiries from department personnel and vendors; maintains auditable records.

### **ACCOUNTS PAYABLE/PURCHASING ACCOUNTANT / SPECIALIST, Napster, Inc, San Jose, California, 2005 to 2010**

Responsible for entering all incoming invoices and check requests into the database for payments. Performed weekly check runs & filing of payment packages for checks that completed the signing cycle. Maintained a strong knowledge of fixed assets, including value & life span, depreciation, & retirement. Managed the daily accounts payable accounting activities for the company; reconciled accounts payable sub-ledger to general ledger accounts, input monthly accrual journal entries for un-vouchered invoices & monthly services not recorded in the accounts payable sub-system, & oversaw multicurrency transactions. Supervised and trained one processor and conducted written performance reviews on an annual basis. Prepare purchase orders and send copies to suppliers and to departments originating requests. Respond to customer and supplier inquiries about order status, changes, or cancellations. Review requisition orders in order to verify accuracy, terminology, and specifications. Track the status of requisitions, contracts, and orders.

### **ACCOUNTS PAYABLE ACCOUNTANT / SPECIALIST, Conceptus, Inc, San Carlos, California, 2005**

Managed the daily accounts payable activities of the company; opened, sorted, and distributed mail, tracked and maintained invoices, approved invoices, input all incoming invoices and check requests into the database for payments, reconciled A/P sub-ledger to general accounts, & input accrual journal entries for un-vouchered invoices & monthly services not recorded in the accounts payable sub-system. Worked closely with the controller on the correct general ledger coding when invoices are not coded. Performed weekly check runs and filing of payment packages when the checks have completed the signing cycle, ensuring compliance with all SOX 404 guidelines established by the controller.

### **ACCOUNTS PAYABLE REPRESENTATIVE, ABD Insurance and Financial Services, 2004 to 2005**

Processed daily invoices for payment, researched previous payments, & coded invoices to be processed. Identified and researched outstanding unclear checks; sent letters to each end with outstanding checks. Established and enforced new procedures for Accounts Payable processing to increase efficiency.

### **ACCOUNTS PAYABLE SUPERVISOR, MDL Information Systems, San Leandro, California, 2003 to 2004**

Supervised and trained 2 processors & managed the daily operational activities of the A/P department. Generated month-end reports and reconciled accounts payable sub-ledger to general ledger accounts. Worked closely with vendors to reconcile their accounts and automated A/P journal entry processes.

### **ACCOUNTS PAYABLE SUPERVISOR / SPECIALIST, Ariba, Inc, Sunnyvale, California, 2000 to 2003**

### **ACCOUNTS PAYABLE SPECIALIST / REPRESENTATIVE, VA Linux Systems, Inc., 1999 to 2000**

**SENIOR ACCOUNTS PAYABLE SPECIALIST LEAD, *Netscape Communications Corp.*, 1996 to 1999**

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**EDUCATION AND TRAINING**

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**ASSOCIATE IN APPLIED SCIENCE IN ACCOUNTING** Columbia Basin College, Pasco, Washington, 2016  
**MAJORED / SPECIALIZED IN COMPUTER ACCOUNTING** Cascade Business College, Lynnwood, Washington, 1988