Amanda Sisney

Accounts Payable

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PROFESSIONAL SUMMARY

Accounts payable professional with experience managing high-volume invoice processing, invoice coding, weekly check runs, ACH payments, vendor records, journal entries, and account reconciliations. Processed approximately 3,000 invoices per month and supported an average of $300,000 in weekly payments. Experienced with GAAP, audit documentation support, Excel VLOOKUPs and pivot tables, and cross-department discrepancy resolution.

EXPERIENCE

Accounts Payable Specialist **Nov 2025 - Aug 2026**
Kenco Engineering Company Tulsa, OK

- Managed day-to-day accounts payable operations as the sole AP specialist, processing approximately 50-75 invoices per day in Sage 100.
- Coded and verified vendor invoices, maintained order and vendor records, and coordinated approvals with purchasing and receiving.
- Prepared weekly check runs and ACH payments supporting an average of $300,000 in payments each week.
- Reconciled vendor statements and assigned general ledger accounts, prepared AP-related journal entries, and resolved discrepancies in accordance with GAAP.
- Supported audit requests by organizing invoice, payment, reconciliation, and approval documentation.
- Used Excel formulas, VLOOKUPs, and pivot tables to review invoice and payment data and improve reporting accuracy.
- Automated remittance delivery utilizing Sage 100's Paperless Office function, improving efficiency by 30%.

Customer Operations Agent **Jan 2024 - Sep 2025**
American Electric Power (AEP/PSO) Tulsa, OK

- Resolved customer questions involving account status, billing, credit arrangements, service orders, and outages while maintaining complete interaction records.
- Achieved a 92% first-call resolution rate through clear communication, account research, and cross-functional problem-solving.

Call Center Training Specialist **Jun 2022 - Jun 2023**
Ubiquity Global Services Tulsa, OK

- Managed multiple client-specific training programs, maintained detailed performance records, and created materials tailored to client requirements.
- Supported new employees through the transition from onboarding to production in coordination with cross-functional teams.

Health Insurance Member Relations Agent **Oct 2021 - Jun 2022**
Ubiquity Global Services Tulsa, OK

- Assisted members with benefit coverage, claims, billing, authorizations, and account updates while protecting confidential information.
- Promoted to Training Specialist based on performance and subject-matter knowledge.

SKILLS

Accounting: Full-cycle accounts payable, invoice coding, journal entries, GAAP, audit support, vendor statement reconciliation, general ledger reconciliation, check runs, ACH payments, discrepancy investigations
Software: Sage 100, QuickBooks Online coursework through Intuit Academy, Excel formulas, VLOOKUPs, pivot tables, DocuWare, Salesforce, SAP, ADP
Professional: Client and vendor communication, problem-solving, organization, time management, independent work, cross-functional collaboration

EDUCATION AND PROFESSIONAL DEVELOPMENT

Southern New Hampshire University - Bachelor of Science in Accounting Expected Jun 2028
Intuit Academy - QuickBooks Online course In progress