

JORDAN WILLIAMS

PROFESSIONAL CONSULTANT



INDUSTRY EXPERIENCE

- Healthcare IT
- Logistics
- Service
- Construction

FUNCTIONAL EXPERIENCE

- Accounts Payable
- AP Helpdesk
- Payment Runs

SYSTEMS EXPERIENCE

- NetSuite
- Ivalua (P2P/invoicing system)
- SAP
- Successware 21
- Excel

EXECUTIVE SUMMARY

- Ambitious and self-motivated professional with over five years of accounts payable and employee helpdesk/customer support. Strong ability to identify, research, and resolve discrepancies and maintain accurate records.

RELEVANT EXPERIENCE

- Supported a private equity backed biotechnology company during a period of transition. The company was recently acquired and in process of integrating five companies into a single AP process. Day-to-day responsibilities included invoice entry, coding, and routing for employee approval. Assisted the client in getting caught up on a backlog of invoices resulting from a NetSuite implementation.
- Acted as the Ivalua system administrator at logistics company. Managed all users, revisited workflow steps to resolve issues, and provided system cleanup and optimization. Trained all new users in Ivalua system and provided technical support to all users. Also assigned and resolved helpdesk tickets submitted.
- As AP Team Lead, assigned and processed invoices in Ivalua. Created and tracked KPIs for four direct reports and provided reporting to senior management when requested. Worked closely with procurement to ensure invoices were processed with correct purchase orders.
- Stepped in as an AP Specialist at a service-based company. Was responsible for matching invoices to purchase orders and entering them into Successware 21. Also reconciled vendor statements, investigated any discrepancies, and initiated check runs monthly.

PROFESSIONAL CHRONOLOGY

2024 – Present	Professional Consultant <i>Vaco</i>
2022 – 2024 2020 – 2022	P2P Optimization Analyst Accounts Payable Team Lead <i>Swissport North America</i>
2018 – 2020	Accounts Payable Specialist <i>Weather Master Heating and Air</i>