

Martin McDonald

422 Lennox Drive
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Objective

As an **Accounts Payable Supervisor/Manager** contribute to increased efficiencies, productivity and profitability

Professional Experience

Highlights of Qualifications

- ✓ Over 15 years experience in Accounts Payable; ten as Supervisor/Manager
- ✓ Superior understanding of specific Accounts Payable's processes
- ✓ Leadership experience in coaching, motivating, and creating teams
- ✓ Exceptional interpersonal and communication skills; expert at dealing with all levels
- ✓ Strong analytical problem solving abilities
- ✓ Advanced computer skills in MS Office and processing applications
- ✓ Trainer using the 'Kaizen' method of continuous improvement

Supervisory/Managerial

- ✓ Supervised Accounts Payables teams of up to 12 employees.
- ✓ Recruited and trained employees appropriately to ensure maximum productivity
- ✓ Bi-annual evaluation of staff; implemented "Working Together for Success" program
- ✓ Met individual and departmental productivity targets; established ongoing key performance indicators
- ✓ Organized and directed teams to actively strive for continuous improvements by using the 'Kaizen' method

Technical

- ✓ Developed and improved Accounts Payable policies and procedures
- ✓ Managed high volume; in excess of 13,000 invoices monthly, over 1000 active vendors and cheque runs of \$2,000,000 weekly
- ✓ Coordinated and led the implementation of process improvements, i.e. electronic fund transfer payments, automated upload of invoices, procurement cards, expense reports paid via payroll

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- ✓ Ensured invoices were recorded correctly and vendor reconciliations were completed for monthly deadlines
- ✓ Performed regular reporting and analysis to management (i.e., transaction volume, aged accounts, discounts taken/lost, etc.)
- ✓ Reviewed, audited, approved and expedited all cheque runs
- ✓ Managed and audited approval processes for invoice processing
- ✓ Streamlined electronic accounts payable flat file transmittals with two large banks
- ✓ Assisted with month end procedures and periodic audits
- ✓ Systems management expert for SAP 4.7, JD Edwards, World and One World, Sage Accpac, and Yardi

Communications

- ✓ Provided a link between senior management and the accounts payable department
- ✓ Liaised with purchasing, other accounting staff and external vendors to ensure all supplier/accounts payable issues were resolved effectively and efficiently
- ✓ Handled all vendor inquiries assuring premiere customer service

Employment Chronology

Have worked on a variety of contracts (see below) which required range and dynamic understanding of diverse companies.

Avis Accounts Payable Supervisor	2009-2010
Budget Car Rental Accounts Payable Manager	2008-2009
Budget Car Rental Accounts Payable Accountant	2005-2006

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Permanent positions have included:

Kraft Accounts Payable Manager	2007-2008
Kohl and Frisch Limited Accounts Payable Supervisor	2006-2007
Honda Accounts Payable Supervisor	2003-2005
Ainsworth Inc. Accounts Payable Supervisor	2000-2003
Charlotte Fabric Warehouse Senior Accounts Payable Administrator (Supervisor)	1994-2000

Education

University of North Carolina, Charlotte Charlotte, NC	General Business Diploma
Tennis	Coach One Certification

Volunteer/Community Work

- ✓ President, Charlotte Lawn Tennis Club since 2008
- ✓ House League Director 2002-2004
- ✓ Team Captain since 2001

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Computer Skills

- ✓ SAP
- ✓ JD Edwards
- ✓ Yardi
- ✓ Sage Accpac
- ✓ JBA
- ✓ AS400
- ✓ Microsoft Office (Excel, Word and PowerPoint)
- ✓ Navision

References

Available upon request