

MARTIN MCDONALD
422 Lennox Drive, Charlotte, NC 28216
Cell: 704 444 7638
Home: 704 888 2250
Email: mmedonald@iol.com

EDUCATION / PROFESSIONAL DEVELOPMENT

General Business Diploma
Coach One Certification
Association

UNC, Charlotte, NC
North Carolina Tennis

HIGHLIGHTS OF QUALIFICATIONS

- **Over 10 years experience in Accounts Payable: eight as Supervisor/Manager**
- **Superior understanding of specific Accounts Payable area processes**
- **Leadership experience in coaching, motivating, and creating a team environment**
- **Exceptional interpersonal and communication skills in dealing with all levels**
- **Strong analytical problem solving abilities**
- **Advanced computer skills in MS Office and processing applications**
- **Service and Administration Trainer in a 'Kaizen', continuous improvement culture**

RELEVANT EXPERIENCE

Supervisory/Managerial

- **Supervised a/p team of 12**
- **Recruited and ensured employees are trained appropriately to ensure full productivity**
- **Bi-annual evaluation of a/p staff and implemented "Working Together for Success" program**
- **Actively strive to meet individual and departmental productivity targets and establish ongoing key performance indicators**

- **Organized and directed teams to actively strive in making continuous improvements: the 'Kaizen' organization**

Technical

- **Developed and improved a/p policies and procedures**
- **Managed high volume payables in excess of 13,000 invoices monthly, over 1000 active vendors and cheque runs \$2,000,000 weekly**
- **Coordinated and lead the implementation of process improvements, i.e. electronic fund transfer payments, automated uploads of invoices, procurement cards**
- **Ensured invoices are recorded correctly and vendor reconciliations are completed for monthly deadlines**
- **Regular reporting and analysis to management (i.e., transaction volume, aged accounts, discounts taken/lost, etc.)**
- **Systems management expert for SAP 4.7, JD Edwards, World and One World, and Yardi**
- **Reviewed, audited, approved and expedite all cheque runs**
- **Managed and audited approval processes for invoice processing**
- **Streamlined electronic a/p flat file transmittals with two large banks**
- **Assisted with month end procedures and periodic audits**

Customer Relations

- **Provided a link between senior management and the accounts payable department**
- **Liaised with purchasing, other accounting staff, and external vendors to ensure all supplier and a/p related issues are resolved effectively and efficiently**
- **Handled all Vendor inquiries with the highest level of customer service**

EMPLOYMENT HISTORY

Accounts Payable Manager Budget (Contract)	2008-Present
Accounts Payable Manager Budget	2007-2008

Accounts Payable Supervisor **2006-**
2007
Kohl and Frisch limited

Accounts Payable Supervisor **2003-**
2006
Honda

Accounts Payable Supervisor **2000-**
2003
Ainsworth Inc.

Senior Accounts Payable Administrator (Supervisor) **1994-2000**
Charlotte Fabric Warehouse

Franchise Owner / Operator **1990-1994**
Paradise Frozen Yogurt & Juice Bar / Yogen Fruz

COMPUTER SKILLS

SAP **Yardi** **Excel**
JD Edwards **JBA** **WordPerfect**

Navision **MS400**

VOLUNTEER / COMMUNITY INVOLVEMENT

Charlotte lawn Tennis Club
President **2008-Present**
House league Director **2002-2004**
Team Captain **2001-**
Present

References Available Upon Request