**JOHN PAOLUCCI**

300 Mamaroneck Avenue, 914-357-0032

White Plains, NY 10605 jp991@msn.com

# GENERAL ACCOUNTING & FINANCIAL PROFESSIONAL

■ Results-oriented, hands-on Accounts Payable Professional with experience in broad range of accounting functions

 including general ledger, accounts receivable, auditing, reporting compliance, collections and streamlining financial

 processes and procedures.

 ■ Skilled at quantitative analysis, communication, problem-solving, controlling expenses, staff training and

 development, and technology; strong work ethic, positive energy, and “can do” attitude.

 ■ Committed to detail, deadlines, accuracy, efficiency, cost controls, automating processes, taking initiative,

 Benchmarking, and producing above and beyond what’s expected.

 ■ Technical skills include: Netsuite, SAP, Oracle, Concur, Lawson, Basware, Cash Book, Payment Net, AS400.

***Enhancing Productivity ▲ Controlling Expenses ▲ Improving Efficiency***

**PROFESSIONAL EXPERIENCE & SELECTED ACCOMPLISHMENTS**

 **AFFINION GROUP,** Stamford, CT 07/15- Present *Corporate office of loyalty & customer engagement solutions provider*

## Accounts Payable Manager

## Manage end-to-end Procure to Pay process including vendor set up, maintenance and relations, processing of up to 5000 monthly invoices and cash disbursements for 5 domestic entities and 3 global regions in a shared service environment; oversee team consisting of 3 direct reports and 9 offshore associates.

* Manage service level agreement metrics and performance of shared services provider Capgemini.
* Improved invoice processing rate metric by 35% while reducing error rate metric by 20%.
* Implemented standard operating procedures to be written for all key accounts payable functions and mandatory cross-training of each function in building shared service team.
* Rebuilt connectors between NetSuite (ERP) and SAP Concur (Expenses & Invoice) and Coupa to eliminate synchronization errors and improve communication between systems.
* Built connectors to process credit card entries and record payments for all credit card transactions improving accuracy and eliminating hours of manual work.
* Provide month-end close support including reconciliation of accounts payable subledger, production of accrual reports and ensuring all wires posted to meet financial close deadline.

**NICE PAK PRODUCTS, INC.,** Orangeburg, NY 02/12- 7/15 *Corporate office of wet wipe manufacturer*

## Accounts Payable Manager

*Hands-on oversight of the accounts payable function for both Nice Pak and Professional Disposables companies in a shared service environment. Managed the processing of up to 4500 invoices on a monthly basis and oversight of 6 accounts payable clerks*

* Finance Lead on cross-functional team for automated invoice processing implementation and parallel testing.
* Partnered with accounting and procurement to establish blanket purchase orders for vendors indirect spend, which expedited approvals, reduced late payments and allowed 35% of lost discounts to be recognized.

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*(Nice Pak, continued)*

* Created KPIs to monitor performance of department and reports that were included in monthly reporting package submitted to CFO. The metrics had a positive impact on increased compliance from internal customers creating and modifying purchase orders and vendors in submitting invoices correctly and on a timely basis.
* Reduced duplicate payments by 75% or $250k by creating a database to identify and review all potential duplicate invoice entries.
* Reviewed Purchase Order RNI report for missing invoices & coordinated with field personnel on missing receipts for INR report.
* Provided month-end close support including reconciliation AP sub-ledger and production of accrual report.

**BEAM, INC.** Whitestone, NY 8/07- 1/12

*Corporate office of distilled spirits provider*

## Accounts Payable Manager, Regional Administration – Southern Region

*Handled accounts payable process from start to finish for sales office of spirit supplier: set up new suppliers, received and reviewed invoices for accuracy; coded and submitted invoices to Global A/P for processing; followed-up on payment status; key contact with local suppliers.*

* Processed 450-500 non-purchase order invoices weekly in SAP system.
* Led purchasing process related to Purchase Orders: obtained estimates from all suppliers, created purchase requisitions in SAP, managed approval status, ensured accuracy and timeliness of all Purchase Orders.
* Supported 18 million dollar marketing budget by managing budget in CRM planning tool for 16 markets covering 35 core brands; updated marketing on spend-to-date by creating Excel- based actuals vs. budget tracker tool.
* Assisted accrual process by determining when items need to be accrued, ensuring proper documentation was received for each accrual; summarized all accruals monthly for Finance Manager.
* Highlighted financial variations in OPEX performance to provide early warning to regional management; provided commentary for OPEX variances as requested by management.

 **HEINEKEN USA**, White Plains, NY 4/03-8/07

*Corporate office of global beer supplier*

## Accounts Payable Supervisor

*Processed upwards of 2000 invoices per month in entrepreneurial and fast-paced environment; 1099 preparation; ACH payment run; audited employee expense reports; monitored compliance with global corporate policies and regulatory agencies; provided account analysis, and interfaced with vendors. Led Corporate Card/Purchasing Card (expense) system implementation project team; trained new users.*

* Identified several process improvement opportunities to reduce invoice posting turnaround time from time-of-receipt to 3 business days, producing immediate reduction in supplier inquiries and internal customer inquiries by 35%, per accounts payable log.
* Developed tracking and reporting methods for invoice processing accuracy and volume; established benchmarks for more efficient employee performance evaluation and coaching based on invoice productivity and error rates.
* Researched and disposed of inherited of over 100 3-year old un-cashed checks within four months.
* Created policies and procedures manual.

**PERRIER GROUP OF AMERICA,** Greenwich, CT 7/98-4/03

*Corporate office of bottled water distributor*

## Accounts Payable Supervisor

*Led processing of 5-10,000 invoices per month for north and east regions;1099 preparation; ACH & check payment runs; performed spot audits, processed employee expenses; supervised 4-5 permanent and temporary staff.*

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**(***Perrier, continued)*

* Reduced lost invoice instances by over 30% by improving procedural clarity within accounts payable and between accounts payable and purchasing.
* Initiated procedural changes within department, along with cross-training staff, to improve customer service response time to internal customers; as a result, performance rose from sub-par to above average within 3 months, per management survey.
* Created clear guidelines for accounts payable processes; simplified automated payment scheduling using SAP system that improved accuracy.
* Conducted training sessions (for plant employees) for initial procurement card implementation, enabling smooth and seamless transition; became system troubleshooter.

# EDUCATION

 **Bachelor of Arts,** Economics: **FORDHAM UNIVERSITY**, Bronx, NY