RESUME SKILLS GUIDE

Finance & Accounting

Finance Associate • Accounts Payable • Data Entry

DRAFT — This guide is based on standard role descriptions and will be updated when job descriptions are received from Genpak. Please review before distributing.

How to use this guide:

Step 1 — Read the skill labels in the left column. Check the box next to every skill that was part of your job at Genpak.

Step 2 — The resume sentence for that skill is right next to it in the same row. Copy the sentences you checked onto your resume.

Step 3 — Use the Additional Duties box at the end of each section to write down anything else you did that isn't listed.

FINANCE ASSOCIATE / ACCOUNTS PAYABLE / DATA ENTRY

Note: Finance and accounting skills transfer to virtually any employer. The employers listed at the end of this guide are a starting point, not a limit.

ACCOUNTS PAYABLE	
Skill — check if this was your job	**Resume sentence — copy this to your resume**
□ **Processing vendor invoices**	• Received, reviewed, and processed vendor invoices, verifying amounts, account codes, and approval status before entering them for payment.
□ **Matching invoices to purchase orders**	• Matched invoices to purchase orders and receiving documents to confirm that goods or services were received before approving payment.
□ **Scheduling and processing payments**	• Scheduled vendor payments according to payment terms, processed checks or electronic payments, and maintained accurate payment records.
□ **Resolving invoice discrepancies**	• Identified discrepancies between invoices and purchase orders, communicated with vendors or internal departments to resolve differences, and documented the outcome.
□ **Maintaining vendor accounts and records**	• Kept vendor account information current, including contact details, payment terms, and banking information, following company security procedures.
□ **Supporting month-end close**	• Assisted with month-end close by making sure all invoices were processed, accruals were recorded, and accounts payable records were reconciled on time.

ADDITIONAL DUTIES

Did you do anything else on the job that isn't listed above? Write it here.

DATA ENTRY & RECORDS MANAGEMENT	
Skill — check if this was your job	**Resume sentence — copy this to your resume**
□ **Accurate data entry into financial systems**	• Entered financial data into accounting and ERP systems with a high level of accuracy, reviewing work to catch errors before they affected records.
□ **Maintaining organized financial records**	• Kept financial records organized, complete, and easy to retrieve, following document retention policies and audit requirements.
□ **Running standard financial reports**	• Generated standard accounts payable aging reports, payment summaries, and vendor statements from the accounting system as needed.
□ **Filing and document management**	• Filed financial documents including invoices, payment records, and vendor correspondence in an organized system, both digitally and in paper form.
□ **Supporting audits with documentation**	• Pulled and organized documentation to support internal and external audits, making sure records were complete and matched system data.

ADDITIONAL DUTIES

Did you do anything else on the job that isn't listed above? Write it here.

COMMUNICATION & COORDINATION	
Skill — check if this was your job	**Resume sentence — copy this to your resume**
□ **Communicating with vendors**	• Corresponded with vendors by phone and email to answer questions about payment status, resolve billing issues, and maintain good working relationships.
□ **Working with purchasing and receiving teams**	• Coordinated with purchasing and warehouse receiving teams to verify receipt of goods and resolve discrepancies between orders and invoices.
□ **Supporting the finance team**	• Assisted other members of the finance team with tasks as needed, including report preparation, data research, and special projects.

□ **Meeting payment deadlines consistently**	• Managed a high volume of invoices and payment deadlines, prioritizing work to make sure vendors were paid accurately and on time.

ADDITIONAL DUTIES

Did you do anything else on the job that isn't listed above? Write it here.

SYSTEMS & TOOLS	
Skill — check if this was your job	**Resume sentence — copy this to your resume**
□ **Using an ERP or accounting system**	• Used an enterprise accounting or ERP system daily for invoice entry, payment processing, and financial recordkeeping.
□ **Excel and spreadsheet skills**	• Used spreadsheets to track payments, reconcile accounts, and organize financial data for reporting and review.
□ **Following internal controls and procedures**	• Followed company internal controls and accounting procedures consistently, including approval workflows, segregation of duties, and documentation requirements.
□ **Protecting confidential financial information**	• Handled confidential financial information including vendor banking details, payment records, and cost data with appropriate discretion and security.

ADDITIONAL DUTIES

Did you do anything else on the job that isn't listed above? Write it here.

EMPLOYERS HIRING FOR THESE SKILLS

Finance and accounting skills are needed by nearly every employer. This list is a starting point — not a limit.

WL Plastics Cedar City — plastics manufacturing	**Milford Mining** Milford — mining & operations
BZI Steel Fabrication Cedar City — heavy manufacturing	**Smithfield Foods** Milford — food processing
Orgill Hurricane — distribution center	**Mauser Packaging** Cedar City area — packaging