

Nichole Obenauf

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Accounts Payable Analyst

Accounts Payable Analyst 5+ years of experience working accounts payable with English and Spanish speaking teams. Lead AP team, processed PO and non-PO invoices, resolved invoice holds, and balanced accounts. Supported buyers to resolve PO discrepancies and facilitated invoice processing.

WORK EXPERIENCE

Accounts Payable Analyst

Rheem Manufacturing – 07/02/2018-current

- Serve as AP team lead and primary AP contact for MX and US operating units
- Reconcile vendor statements using Esker and Oracle to identify and resolve any payment issues
- Review and approve PO (2wm and 3wm) invoices and non-PO invoices processed by the AP specialists
- Manage the processing, documenting, and verification of immediate pay invoices
- Resolve invoice holds and ensure adherence to payment terms
- Review GRNI report and work with vendor statements and receiving to clear items
- Work with AP teams in Atlanta and Nuevo Laredo to support standardized processes and to support both US and MX operating units
- Work with buyers to resolve PO discrepancies and facilitate invoice processing
- Assist in creating and maintaining procedures documentation for team training
- Respond quickly and accurately to vendor emails in English and Spanish
- Submit tickets to vendor master to ensure that vendor banking and contact details are up to date

Bilingual CSR

Kinedyne LLC – 09/26/2016-07/01/2018

- Process phone, email, fax, and EDI orders for domestic and international customers
- Prepare all export documents, NAFTA certificates, and annual AES filings
- Resolve order discrepancies by completing credits, issuing RMAs, and processing replacement orders
- Provide product support in English and Spanish for customers
- Develop custom parts, parts numbers, and pricing with the assistance of the engineering department
- Manage and delegate the general customer service email
- Maintain the office environment by ensuring all documents are filed, the filing rotated and placed into storage regularly, and all supplies are stocked
- Create and maintain a centralized training manual for daily use as well as an export documentation training guide
- Assist coworkers with product questions and price workups

Teleservices Agent

PCI Gaming Authority – 02/01/2016-09/21/2016

- Assist customers with questions regarding the facilities, events, and their accounts

- Create hotel reservations and reserve event tickets
- Handle customer complaints
- Direct phone calls to the correct departments

EDUCATION

Associates Of Arts

Jefferson State Community College
2021-2023 ▪ Associates of Arts

Bachelor of Science

Athens State University
Est. 2024 ▪ BA of Accounting

REFERENCES

Gina Maria Crabtree
Wells Fargo ▪ 787-955-2803

Cristain Sands
Wind Creek ▪ 334-207-3806

Jennifer Davis
Kinedyne ▪ 334-303-6385