

# George Bruno

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## PROFILE

Accomplished business professional with demonstrated proficiency in areas of business analysis, process documentation and improvement, resource sourcing and procurement. Coupa Subject Matter Expert, with hands-on expertise in configuration, testing, and issue resolution. Established trainer and power user of SAP and Coupa systems. A quick, self-taught, and receptive learner. A team player.

## SKILLS

|                  |                                                             |                        |                                                              |
|------------------|-------------------------------------------------------------|------------------------|--------------------------------------------------------------|
| <b>Fiscal:</b>   | AP, Month-End, Procure to Pay, Vendor Master Data, Sourcing | <b>Accounting:</b>     | Coupa, SAP ECC, Concur, Monarch, IFAS, QuickBooks, SAP ByD   |
| <b>Computer:</b> | PowerPoint, Word, Excel, Visio                              | <b>Administrative:</b> | Executive Presentations, Meeting Facilitation, Reports, KPIs |

## EXPERIENCE

### **Business Systems Analyst – Coupa, AP Professionals (at Nike - Contract)**

**BEAVERTON, OREGON - 2019 - Nov/2020**

#### Summary

Technical support for Coupa Procurement, Sourcing, and Invoicing modules, working with teammates globally. Issue verification, research, and managing any required escalation to Coupa Support, identifying and testing resolution, and communication to issue reporter. Research, develop, and deliver key improvements and modifications to Coupa instance per business requests

#### Duties

- Coupa Procurement, Payables, Sourcing BSA
- UAT Lead for Coupa Manual Invoicing launch for North America
  - Created Test Scripts and managed reporting for 5 AP testers
- Work with various business stakeholders, integration partners and 3rd party consultants to gather business requirements for technically implementing SAAS procurement, sourcing and invoicing solution
  - Collaboration and sign-off with Sourcing Team on Coupa Projects customization, approval chains, Aravo supplier management integration
  - Support Procurement and Sourcing Team on quarterly regression testing and move toward automation, SAP integration
  - ServiceNow ticket management, change requests. Troubleshoot system and process concerns from the business and suppliers
  - SOX audit support, walk-through, and documentation with audit partners; quarterly internal audits
- Working with geographies (Europe, China, APAC) to incorporate their short- and long-term procurement and invoicing requirements, statutory regulations, and controls into a workable solution
- Update and maintain Source to Target Mapping, batch and configuration documents for integration partners for development of data links between systems, primarily Coupa and SAP
- Work within SAFe Agile framework to implement tool for initial go live, operational changes, break fixes, and maintenance releases
- Providing knowledge and expertise to production support teams to allow for the operational support of the eProcurement tool

- Experience in analyzing gaps in business processes for the designing, solutioning, implementing, planning and integration tests, training and performing post Go-Live support

## **Accounts Payable Supervisor/Coupa Admin, Rodan & Fields LLC**

**SAN FRANCISCO, CALIFORNIA - 2017 - 2019**

### Summary

- Maintained all users, services tickets, and custom objects as Coupa P2P System Admin. Created, Trained, and organized SMEs for all business units, AP team, and Indirect Procurement team.
- Managed and trained AP Specialists to support full cycle AP processing. Lead weekly meetings to identify and eliminate aging payables. Assisted AP Manager and Finance Director in creating KPI metrics for the AP Team.

### Coupa Admin Duties

- Onboarded, built, and launched Coupa instance for R&F
  - Cutover all SAP items, charts of account, Lookups, P2P items in transit
- Coupa Certified platform User
- Onboard and maintain 350 Users
- Assist FP&A and AP teams with reporting for monthly and quarterly accrual; PO lines, invoice on-hand
- Proposed, implemented, documented all custom roles, object, revisions in Coupa instance. Weekly review with PM
  - Developed over 70 custom objects and workflows
  - Custom FPA approval and commodity ownership roles
  - Custom invoice reviewer and approver roles
- Create and propose business process maps for Procurement and AP teams
- Weekly review and reconciliation of SAP IDoc Failures
  - Root cause analysis and advice to the Mulesoft and SAP IT Team
- Partner with business stakeholders to collect requirements and design process for Coupa integration
  - Apttus data integration
  - Workday integration for User load
- Weekly Meetings with Executive and Department stakeholders and Project Mgr
  - Monthly KPI and Insight deck presentation
  - Weekly Report for all items triggering procurement policy exceptions
  - Pending Vendor Report to Controller. Weekly setup and approval of vendor request queue. Ad hoc requests for vendor name and term changes
- SAP power user for Accounting Operations teams
- Liaison for Workday, Mulesoft, SAP IT Teams for all Coupa related issues and escalations

### Accounts Payable Duties - Supervisor, Concur Admin

- AP Supervisor: Managed and trained AP Specialists

- 6 AP Specialist 1 and 2 AP Specialist II and an AP Inbox Administrator
- Created custom aging payables reports for weekly meetings and escalations
- Reviewed AP Specialist invoices for accuracy and posting errors
  - 25% increase in invoices paid within term
  - 20% increase in invoices posted with more than 2 weeks before due
- Concur Admin and Company Card Admin (AMEX)
  - Provided backup to the Travel and Entertainment (T&E) team, managing the relationship between American Express, the Company and Company employees
  - V-Card Admin and Level 1 Approver
  - Out-of-Pocket expense reconciliation and employee communication
  - Monitored, reviewed, and approved PCard / VCard transactions: 800 PCard transactions/150 Vpayments per year
- Created paperless check run process - partnered with IT to make and configure custom SAP transaction
- Responsible for vendor maintenance, onboarding, and archiving
  - 2700 vendors
  - Validate approval; data quality,
  - Conduct quarterly audit
- Ensured the AP Team complies with internal control requirements and corporate policies and update/create said documents
- Assisted in Month, Quarter, and Year-End AP activities and requirements
- Performed annual 1099 data maintenance, verification and preparation
- Prepared and give advice on AP staff budgets, team organization and work allocation

## **Accounts Payable Specialist, Rodan & Fields LLC**

**SAN FRANCISCO, CALIFORNIA - 2015 - 2017**

### **Summary**

Supported full cycle AP processing, accruals, and expense reporting. Liaised with AP Manager and business partners to identify and eliminate aging payables. Assisted AP Manager and Finance Director in creating KPI metrics for the AP Team.

### **Duties**

- SAP Super User for Accounting Operations Department
  - Tested and UAT for initial SAP launch/cutover
  - Worked with SAP IT support team to roll out 10 custom transactions for: remittance details, payment run processing, manual checks, aging reports
  - Bi-Annual testing/reconciliation of Finance Roles to support audit
  - Created Policy and Procedure documents for all AP transaction codes
  - Trained AP, GL, Cash teams on new processes

- Provided customer service, research and training to both internal and external business partners regarding AP policies and procedures
- Matched invoices received to applicable purchase orders accurately and timely
- Outstanding check reconciliation
- Ensured invoices are accurately coded and have the appropriate approval levels in accordance with established policies and procedures
- Processed, matched and prepared checks, ACH payments and wires for distribution
- Balanced vendor statements

## **Fiscal Office Assistant II, San Mateo County Sheriff's Office**

**REDWOOD CITY, CALIFORNIA - 2009 - 2015**

### **Summary**

Created and issued all payment and procurement requests for the Sheriff's Office Training, Investigations, and Operations Units via IFAS, a large, searchable accounting database. Create budget reports, spreadsheets, journal entries. Serve as the Fiscal liaison to these units.

### **Duties**

- Processed over 1900 invoice payments totaling ~1.6m per year
  - Matched invoices, receiving reports and other requests for payment with purchase order or contract documents; ensure proper authorization and compliance with County policies and procedures
- Created, updated, and maintained a budget summary report for the \$275,000 shared budget for entire Sheriff's Office
  - Submit monthly budget summary reports to update the Training Sergeant, Captains and unit Managers with balance "to date"
- Prepared training expense packages and processed cash advance requests (150/yr.)
  - AP liaison with the training coordinator to register students, reconcile expense reports, disburse advance checks
  - AP contact for two business travel accounts for the training unit and inmate transportation; AMEX and Avis linked accounts
- Prepare journal entries to redistribute training cost to correct ledger (190/yr.)
- Assist the Training Unit with all their audits (local, state, or federal)
- Under direction of Senior Accountant and Training Sergeant, prepare spreadsheet tracking system to support Sheriff's Training Unit claims
- Responsible for processing over 100 purchase requests for assigned Operations and Support Bureaus and Training unit annually

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## **EDUCATION**

**Bachelor of Arts, Government/Plan II**

**University of Texas, Austin, TX – 2006**

**Cumulative major GPA: 3.2/4.0**

# George Bruno

- Daly City, CA, USA

## Contact Information

- nrg-i9j-esq@mail.dice.com (Preferred)
- 8323682409 (Preferred)

## Work History

### Total Work Experience: 12 years

- **Business Systems Analyst - Coupa | AP Professionals**  
Jan 01, 2019 - Nov 01, 2020
- **Accounts Payable Supervisor/Coupa Admin | Rodan & Fields LLC**  
Jun 01, 2017 - Jan 01, 2020
- **Accounts Payable Specialist | Rodan & Fields LLC**  
Jul 01, 2015 - Jul 01, 2017
- **Fiscal Office Specialist | San Mateo County Sheriffs Office**  
Jan 01, 2009 - Jan 01, 2015

## Skills

- **invoices** | 8yrs | 2020
- **accounting** | 6yrs | 2020
- **procurement** | 6yrs | 2020
- **reporting** | 5yrs | 2020
- **financial software** | 4yrs | 2020
- **acceptance testing** | 3yrs | 2020
- **business process** | 3yrs | 2020
- **business systems** | 3yrs | 2020
- **erp** | 3yrs | 2020

- **workflow analysis** | 3yrs | 2020
- **coupa certification** | 3yrs | 2020
- **business analysis** | 2yrs | 2020
- **agile** | 1yrs | 2020

## Work Preferences

- Likely to Switch: Most Likely
- Willing to Relocate: No
- Work Authorization:
  - US
- Work Documents:
  - US Citizenship
- Security Clearance: No
- Third Party: No
- Employment Type:
  - Contract - W2
  - Full-time
  - Contract to Hire - W2

## Profile Sources

- Dice:  
<https://www.dice.com/employer/talent/profile/4608b1f70edd0e7225ea759021405c9cc4b36ddc>