

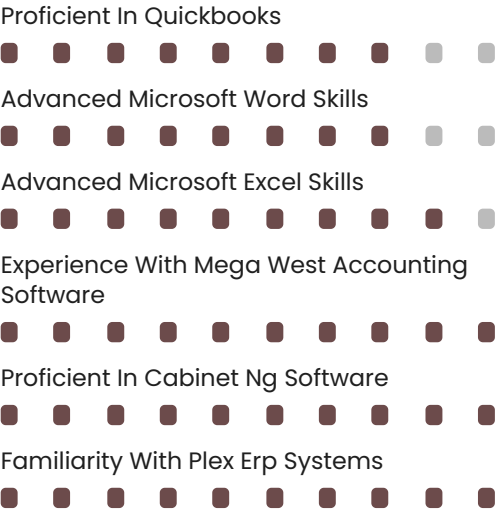


MASON WILSON

Junior Accounts Administrator

support@qwikresume.com
(123) 456 7899
Los Angeles
www.qwikresume.com

SKILLS



INTERESTS

- DIY Projects Crafting
- Meditation History

STRENGTHS

- Humility Innovation
- Insightfulness Integrity

LANGUAGES



ACHIEVEMENTS

- Streamlined invoice processing, reducing discrepancies by 25%.
- Improved accounts reconciliation process, increasing accuracy by 30%.

PROFESSIONAL SUMMARY

Ambitious Junior Accounts Administrator with 5 years of experience in financial record management and compliance. Proficient in accounts payable and receivable, ensuring accuracy in financial reporting. Eager to leverage analytical skills and attention to detail to enhance organizational financial processes and contribute to overall efficiency.

WORK EXPERIENCE

- Junior Accounts Administrator** Apr / 2022-Ongoing
Blue Sky Innovations Chicago, IL
- Managed accounts payable and receivable processes to ensure timely payments and accurate financial records.
 - Prepared and maintained financial reports, budgets, and forecasts for management review.
 - Resolves discrepancies in purchase orders, contracts, invoices, and payments, ensuring credits are received for outstanding memos.
 - Reconciled bank statements and internal accounts to ensure accuracy and compliance.
 - Assisted in the preparation of monthly, quarterly, and annual financial statements.
 - Processed invoices and expense reports, ensuring adherence to company policies.
 - Protects the organization's value by maintaining confidentiality of sensitive information.

- Accounts Administrator** Apr / 2020-Apr / 2022
Cactus Creek Solutions Phoenix, AZ
- Provided excellent customer service by following up with vendors and customers.
 - Prepared accounts receivable schedules and monthly sales reports accurately and timely.
 - Reviewed invoices, checks, and profit and loss statements for accuracy during month-end closes.
 - Monitored daily charge input and payment posting in the billing system, preparing weekly financial updates.
 - Processed billing and collection activities for various departments, ensuring timely payments.
 - Updated patient registration and insurance information, conducting necessary follow-ups on outstanding accounts.

EDUCATION

- Bachelor of Science in Accounting** Apr / 2018-Apr / 2020
University of Springfield Portland, OR
- Focused on financial management, accounting principles, and tax regulations.