

EMMA JOHNSON

Accounts Administrator

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PROFESSIONAL SUMMARY

Experienced Accounts Administrator with expertise in managing accounts payable and receivable, bank reconciliations, and financial reporting. Demonstrated ability to streamline processes and improve efficiency through automation and best practices. Strong communication skills and a customer-focused approach, ensuring timely resolution of inquiries and fostering positive relationships with vendors and clients.

WORK EXPERIENCE

Accounts Administrator Apr / 2024-Ongoing
Seaside Innovations Santa Monica, CA

- 1. Managed daily financial transactions, including collection and deposit of rents, ensuring accuracy and compliance.
- 2. Processed and served notices on delinquent accounts, adhering to legal guidelines and company policies.
- 3. Followed up on overdue accounts through various communication methods to ensure timely payments.
- 4. Monitored and collected delinquent utility accounts, achieving zero delinquencies through effective resident engagement.
- 5. Processed move-ins and move-outs, maintaining accurate rental activity records and preparing financial reports.
- 6. Conducted follow-ups on move-out balances, successfully collecting most charges and minimizing collections.
- 7. Earned recognition for outstanding performance, transitioning from administrative roles to billing and reporting responsibilities.

Accounts Administrator Apr / 2023-Apr / 2024
Cactus Creek Solutions Phoenix, AZ

- 1. Collected and deposited rents daily, maintaining a consistent schedule during the 1st-5th of each month.
- 2. Executed three-day notices for delinquent accounts in compliance with legal standards.
- 3. Engaged with residents through calls and in-person visits to ensure full rent payments.
- 4. Achieved zero delinquency for 10 out of 12 months in 2011, maintaining high standards in subsequent years.
- 5. Managed delinquent utility accounts, achieving a \$0 per door outstanding balance through diligent follow-up.

EDUCATION

Bachelor of Science in Accounting Apr / 2022-Apr / 2023
University of Anytown Toronto, ON

Studied financial accounting, managerial accounting, and taxation. Developed skills in financial analysis and reporting.

SKILLS

- Communication Skills
- Data Management And Entry
- Computer Proficiency
- Microsoft Word Processing
- Team Collaboration

INTERESTS

- Home Brewing Wildlife Conservation
- Running Public Speaking

STRENGTHS

- Willingness Wisdom
- Zeal Ingenuity

LANGUAGES

- English Arabic Japanese

ACHIEVEMENTS

- Achieved a 98% accuracy rate in financial reporting, significantly reducing errors.
- Streamlined accounts payable processes, reducing processing time by 20%.