

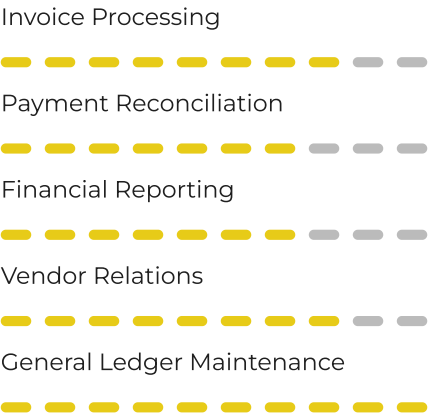


NOAH WILLIAMS

Accounts Payable Receivable Clerk

✉ support@qwikresume.com
☎ (123) 456 7899
📍 Los Angeles
🌐 www.qwikresume.com

SKILLS



INTERESTS

- 📖 Blogging
- 📖 Birdwatching
- 📖 Traveling
- 📖 Sports Coaching

STRENGTHS

- ⚙ Planning
- ⚙ Positivity
- ⚙ Pragmatism
- ⚙ Resourcefulness

LANGUAGES



ACHIEVEMENTS

- 🌟 Streamlined invoice processing, reducing payment cycle time by 20%.
- 🌟 Achieved 98% accuracy in financial reporting through diligent record-keeping.

PROFESSIONAL SUMMARY

Proactive Accounts Payable Receivable Clerk with over 7 years of experience in financial operations and a strong focus on accuracy and efficiency. Successfully reduced invoice processing errors by implementing a double-check system, resulting in improved vendor satisfaction. Experienced in preparing financial reports and assisting with audits, ensuring compliance with internal controls. Strong analytical skills allow for effective cash flow management and timely identification of financial trends.

WORK EXPERIENCE

Accounts Payable & Receivable Clerk 📅 Dec / 2019-Ongoing
Seaside Innovations 📍 Santa Monica, CA

- Managed the receipt and verification of invoices for various products and services, ensuring accuracy and compliance with company policies.
- Processed payments through positive pay systems, matching stubs to invoices and maintaining organized records.
- Executed check scanning and online banking transactions, ensuring timely posting of payments to customer accounts.
- Handled service requests, documenting issues and dispatching technicians efficiently to resolve customer concerns.
- Entered detailed information into the system to create service tickets, ensuring accurate tracking of service calls.
- Collaborated with service technicians to prioritize and address emergency service requests effectively.
- Coordinated order entry and delivery scheduling, optimizing logistics for timely product delivery.

Administrative Assistant 📅 Dec / 2017-Dec / 2019
Lakeside Apparel Co 📍 Chicago, IL

- Performed comprehensive administrative tasks, including data entry, filing, and maintaining confidential financial records.
- Generated financial reports and correspondence, ensuring accurate documentation and communication.
- Organized meetings and prepared necessary materials, enhancing operational efficiency.
- Managed incoming calls and visitor inquiries, providing excellent customer service and support.
- Conducted monthly follow-ups on accounts receivable, ensuring timely collection of outstanding invoices.

EDUCATION

Associate of Applied Science in Accounting 📅 Dec / 2015-Dec / 2017
City College 📍 Phoenix, AZ

Focused on financial accounting, bookkeeping, and financial reporting principles.