

# ROBERT SMITH

## Accounts Receivable Clerk

[info@qwikresume.com](mailto:info@qwikresume.com) | [LinkedIn Profile](#) | [Qwikresume.com](#)

Self-motivated accountant with 10 years' experience, and a Bachelor's degree in Accounting. Experience in preparing, reviewing, and projecting financial reports and budgets for different types of companies (in different fields of accounting). Experience in accounts payable, accounts receivable, billing, and collections.

## EXPERIENCE

### Accounts Receivable Clerk

#### Exide Technologies - 2007 - PRESENT

- Reconcile corporate accounts, process debit, and credit memos, work with internal customers to research past due invoices and billing errors.
- Communicate with customers to request payment details on their account(s).
- Provide customers with accurate billing information via ms excel downloads.
- Processed and applied cash, wire, eft and credit card payments to customer accounts.
- Reconciled past due customer accounts and brought customers to current status.
- Created professional, positive working relationship between the company and external customers.
- Researched carrier checks paid in error, and collected funds, and paid corrected carrier accounts.

### Accounts Receivable Clerk

#### ABC Corporation - 1999 - 2006

- Prepared, processed and applied utility, property tax, and business license payments in a timely manner that were received via lockbox, eft, credit cards and ach.
- Designed and maintained a more cost-efficient lockbox system for in-house payment processing.
- Processed all cash that came into the city of roswell to general ledger accounts.
- Identifies payer trends in payment delays and escalates issues to supervisor.
- Reviewed and verified coded data; generated scheduled reports and statistical information as needed.
- Received and inputted data into computerized financial accounting system; data enter and update on-line records; add, delete and edit data.
- This is Dummy Description data, Replace with job description relevant

to your current role. In case if you dont need it you can delete it.

## **EDUCATION**

- Accounting - (Clayton College)High School Diploma - 2004(Gertz-Ressler High School - Los Angeles, CA)

## **SKILLS**

Expert knowledge of Microsoft Word and Excel Experience using accounting software such as Quick Books Pro, Lotus 123 Peachtree.