

Accounts Receivable Manager

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn:
linkedin.com/qwikresume
Address: 1737 Marshville Road,
Alabama.

Objective

Research and investigate account payment histories, establish payment timelines, and maintain communications with customers to reduce aging accounts and improve revenue flow. TEAM SUPPORT: Establish excellent partnerships with managers, accounting, sales, marketing and merchandising personnel in order to identify and achieve cost, quality and productivity goals.

Skills

QuickBooks, Netsuite, Excel.

Work Experience

Accounts Receivable Manager

ABC Corporation - 1996 - 2013

- Managed accounts receivable unit, including extensive involvement in planning and implementing new programs, processes and procedures for this leader in the manufacturing packaging machinery industry.
- Supervised, trained and supported accounting staff in computer entry and accounts receivable operations.
- Identified and adjusted bad debt, write offs, credits and debits.
- Assisted controller with postings to the general ledger and monthly closings.
- Performed reconciliations on large corporate accounts.
- Logged on to supplier portal, submitted e-invoices using OB10, Sterling Web Forms, Oracle, SupplierNet.
- Prepare metrics, charts, spreadsheets, records, reports using Excel; correspondence, memos using Word.

ACCOUNTS RECEIVABLE MANAGER

ABC Corporation - 1994 - 1996

- Responsible for maintaining a near 100% collection rate for a large fortune 500 company
- Performed tasks such as generating accounts statements and reports
- Managed accounting and bookkeeping tasks by following the policies and procedures of Cintas Corporation
- Prepared bank deposits and developed automated spreadsheet on a daily basis
- Responsible for organizing and maintaining up to date financial records
- Oversaw accounts receivable write-offs, client trust accounts and payment reversals
- Provided financial and management reports daily to location general manager.

Education

Management and Excel - (Northeastern Illinois University)