

# ROBERT SMITH

## Accounts Receivable Manager

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### SUMMARY

To secure a healthcare management position that offers challenge and opportunity in a company that has stability and growth where I can find an arena to work alongside peers who share in a common goal to be happy and successful.

### SKILLS

Accounting, Office Applications, Accounts Receivable, Microsoft Office, Data Entry, Invoicing.

### WORK EXPERIENCE

#### Accounts Receivable Manager

Navajo Express - February 2016 – Present

- Oversee Accounts Receivable department on all day-to-day activities.
- Manage multiple projects and delegate tasks accordingly.
- Determine credit worthiness of new customers using internal and external tools.
- Adjust current customer credit limits based on activity.
- Process payments from various sources in a timely manner.
- Determine cause of short- and non-paid items and work with various departments to resolve.
- Communicate with both internal and external contacts to ensure accounts are current.

#### Accounts Receivable Manager

SCP Distributors - 2013 – 2016

- Responsibilities Accounts Receivable Manager for 3 branches within an international wholesale swimming pool supply distributor
- Process payments 1.9m per month; verify and open new accounts/data entry
- Resolve inaccurate postings to accounts; research credit and re-bills; daily banking transactions; maintain database of customers in Sarasota County, Manatee County and Charlotte Counties
- Volunteer Participant in Community Events with FSPA
- Notary Public 20 years
- Accomplishments Opened 110 new accounts in 1 year; collected \$243k on a delinquent account in 10 months; trained new employees in A/R, and managers-in-training, and promoted co-workers to become members of the management team
- Established trust between customer and company, and vendor and company; showcased the features and benefits of using the company products and services; offered on the job training; and monthly reviews of accounts and collectors.

### SCHOLASTICS

- High School Diploma in government - (Ben Eielson High School - Eielson AFB, AK)Accounting - (Memphis State University - Memphis, TN)