

ROBERT SMITH

Accounts Receivable Manager

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Looking for a full time position in an organization utilizing my office experience. Highly organized and detail-oriented Accounts Receivable Manager with more than 26 years of experience supplying thorough, organized administrative support.

AUGUST 2005 - NOVEMBER 2006

ACCOUNTS RECEIVABLE MANAGER - ABC CORPORATION

- Initially hired as accounts receivable clerk, and quickly promoted to accounts receivable manager through continual demonstration of expertise and dedication toward excellence in performing every tasks.
- Recognized as income auditor and applied corrective actions in resolving credit card disputes.
- Took charge of preparing and implementing daily revenue and flash reports.
- Initiated researches and executed corrections on posting issues.
- Directed all accounting staff and provided proactive assistance to controller as necessary.
- Continually developed staffs and new hires skills through implementation of comprehensive training programs.
- Oversaw general ledger account reconciliations as well as accounts payable documentation.

2002 - 2005

ACCOUNTS RECEIVABLE MANAGER - ABC CORPORATION

- Responsible for management of all merchant accounts in relation to collections, credit status and limits, account reconciliation, cash application, and claim processing
- Investigate credit and recommend limits
- Compile monthly sales reserves and compute commissions
- Directed team of seven temporary employees to reconcile payments and perform cash applications to establish control over cash accounting function
- Collected \$85K in 18 month past due invoices, recovered \$50K in invalid discounts
- Aided in implementation of Oracle financial system for order entry, accounts receivable and inventory modules defining business processes and training affected support staff
- Established and implemented procedures and policies for processing of new customers, return requests, price protection offers, market development funds, and transaction filing system consistent with internal audit and operational guidelines.

EDUCATION

Bachelors in Accounting - (KAPLIN UNIVERSITY)

SKILLS

Quickbooks, Excel, Access, Word, SQL, Technical Writing, Database Development, Database Management, Analytics.