

ROBERT SMITH

Accounts Receivable Manager

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Enthusiastic and result-oriented team leader with over 20 years experience in the health management field, which is detail oriented, hands on professional with excellent organizational and problem solving abilities.

CORE COMPETENCIES

Advanced Microsoft Excel, Proficiency with Oracle, Leadership and Management skills, Good Oral and Written Communication, Experience in All Areas of Accounting.

PROFESSIONAL EXPERIENCE

Accounts Receivable Manager

Nexion Health Management, Inc - November 2002 – Present

Key Deliverables:

- Successfully manage Accounts Receivable for 37 skilled nursing facilities.
- Plans, directs, and evaluates the work of staff, ensures adequate staffing levels; makes employment decisions, establish performance standards and evaluates employee performance; educates, guides, and counsels and develops staff and addresses performance concerns.
- Responsible for ensuring all accounts receivable policies, procedures and standards are appropriate, compliant and updated timely.
- Facilitate monthly accounts receivable calls.
- Proactively address receivables issues.
- Responsible for the oversight of the financial management system, claim edit, and electronic payment transmission information system master tables in conjunction with the information services department, to ensure accurate and timely claims submissions, payment posting and collection and follow up.
- Provide direct supervision to Centralized Business Office, Accounts Receivable Analysts, Regional Financial Specialist and Managers.

Accounts Receivable Manager

ABC Corporation - 1997 – 2002

Key Deliverables:

- Leadership of international commercial credit and accounts receivable functions for Fossil, an S&P 500 global fashion industry giant with sales in excess of \$3.5B
- This includes Credit, Invoicing, Collection, Cash Application (lockbox, wires, ACH and credit card payments), Refunds, Disputes and Deductions management for the \$1.5B operations of Fossil in the U.S., Canadian, Latin American, Caribbean and South American markets (Asian and European operations are separately managed)

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- Developed and administered Fossils credit policies, including Order Release Policy, Credit Review Policy, Credit Risk Category Policy, Account Maintenance Policy and Customer Group Policy, along with a streamlined commercial credit scoring model
- Established KPI reporting processes and performed KPI reporting and analysis on a weekly, monthly and quarterly basis on all facets of the Credit and Accounts Receivable operation
- Implemented and administered Fossils credit insurance program to mitigate risk on select international and domestic portfolios and accounts
- Spearheaded the A/R migration project for an international acquisition, managing both the systems conversion and the assimilation and training of new, remote personnel
- Exceeded all KPI goals for credit, collection, cash application and deductions management.

EDUCATION

Master of Science in Health Care Administration - (University of Maryland University College - College Park, MD)
Bachelor of Science in Business Administration - (University of Maryland University College - College Park, MD)

