

# Accounts Receivable Manager

## ROBERT SMITH

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Alabama.

### Objective

Energetic, versatile and highly self-motivated senior accountant with a customer service focus. Team player and problem solver with the ability to multi task accurately in a fast paced environment. Significant experience managing income statements and balance sheets utilizing a variety of accounting and support software.

### Skills

Oracle, Quickbooks.

### Work Experience

#### Accounts Receivable Manager

**ABC Corporation** - August 2011 - March 2013

- 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.

#### Accounts Receivable Manager

**ABC Corporation** - 2007 - 2011

- Reduced DSO >60 to 13% within 12 months from joining SST
  - Nominated by top grossing salesman for "Employee Going Above and Beyond"; Viewed as "go to" individual to resolve internal and external issues
  - Coordinated and verified accuracy of billings for 16 regions nationally, averaging \$7 million dollars per month and 1,000+ invoices
  - Collected top 10% of clients including Verizon, Morgan Stanley, DOW, DuPont, The University of Pennsylvania, Shell Oil, and Chevron personally
  - Partnered with Director of Global Sales to streamline the new vendor setup process from 4 weeks to 24 hours Supervised remote staff as well as 4 in-house staff to achieve the above
  - Processed journal entries and performed reconciliations on a monthly basis Streamlined internal billing process with PMs to more accurately bill correct party and to setup ACH payment option and eliminate dependence on paper check
  - Implemented a "paper free" system to store all required documents electronically
- ADVANCED RECOVERY SYSTEMS King of Prussia, PA Advanced Recovery Systems, Inc., a national collection service specializing in recoveries of Commercial, Medical, Telecommunication, Retail, Consumer, and Government Debt

- Recruited by owner (previous ECC colleague) to join ARS and manage multi-million dollar portfolio.

## Education

AA in Business Management - (Palomar College - San Marcos, CA)