

ROBERT SMITH

Accounts Receivable Manager

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

SUMMARY

Highly organized and goal-oriented professional; able to effectively coordinate tasks to accomplish projects with timeliness and creativity. Will work towards exceeding established goals and objectives related to office management, collections and billing. Motivated and ambitious with many years of customer service skills.

CORE COMPETENCIES

Quickbooks, Office, Outlook, Timberline.

PROFESSIONAL EXPERIENCE

Accounts Receivable Manager

Mid-South Steam Boiler And Engineering Co., Inc - September 2008 – Present

Key Deliverables:

- Oversee and prioritize monthly invoicing totaling +/- 3 million dollars, using QuickBooks Pro and customers specific invoicing programs such as Portal and Catalyst.
- Receive work orders from engineering department and assign purchase orders for materials, for specific projects.
- Develop spreadsheets for corresponding projects to determine profit/loss, based off of engineering services, technician/welders labor hours, travel expenses & per diems, materials, and sales tax.
- Monthly online filing of state & federal sales tax.
- Contact customers purchasing departments to obtain purchase orders for finalization of invoicing upon completion of projects.
- Create monthly open aging reports, to determine the status of open invoices, then contact past-due customers to begin collections process.
- Resolve issues with customers accounting, purchasing, and maintenance departments through email, telephone, and face-to-face communication.

Accounts Receivable Manager

ABC Corporation - 2005 – 2008

Key Deliverables:

- Lead Liaison between Siliconware USA Inc
- and Taiwanese Finance Headquarters for all Siliconware Precision Industries Co., Ltd
- receivables matters Direct report to Siliconware Precision Industries Co., Ltd
- Taiwanese Financial Headquarters as well as the CFO for the United States Division
- Investigation Team Lead for billing discrepancies with reference to quotes and purchase orders in order to verify and resolve billing and payment issues
- Manage and resolve accounts receivable issues between high profile clients, corporate, and US sales regions
- Manage customer relations
- Maintain confidentiality in client matters
- Manage and track all Accounts Receivables

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- Reconcile A/R accounts Perform Accounts Receivable audits Maintain low accounts receivable past due balances
- Certificate of Appreciation - 5 years of service and valuable contribution Certificate of Appreciation - 10 years of service and valuable contribution Proficient with Great Plains Accounting Software, Microsoft Word, Excel and Outlook

EDUCATION

- Certification in Diploma - (University of Arkansas Fort Smith - Fort Smith, AR)