

ROBERT SMITH

Accounts Receivable Manager III

E-mail: info@qwikresumc.com

Phone: (0123)-456-789

SUMMARY

Experienced and accomplished accounts receivable manager with over 15g years of experience looking to leverage in mass communication, departmental organization and administrative procedure into an accounting position.

SKILLS

Excel, Word, Outlook, PSoft, ATEX.

WORK EXPERIENCE

Accounts Receivable Manager III

Abengoa Bioenergy Operations, LLC - Shared Services - 2006 – Present

- Responsible for managing and overseeing all activity on a 1500+ customer base with average sales of \$150MM per month; daily supervision of as many as 6 employees.
- A/R Month end close completion, journal entries, internal and external reconciliations for 11 entities.
- Report and track collections for cash flow and risk management purposes, provided to upper management on a daily basis.
- Lead on 4 new factoring bank implementations and development all of A/R processes and procedures related to credit insurance, customer set-up, collections and servicing of the agreements.
- Experienced working with Treasury and Legal departments on all factoring negotiations and contracts.
- Worked closely on the development of A/R project requirements for the Baan to SAP accounting software conversion.
- Developed an external accounting Dashboard to provide critical A/R information to management and the CFO.

Accounts Receivable Manager

ABC Corporation - 2004 – 2006

- Demonstrated mastery of customer service call script within specified timeframes
- Reduced time and costs and increased efficiency by introducing new accounting procedures
- Calculated figures such as discounts, percentage allocations and credits
- Deposited third party checks, as well as monthly reserve transfers
- Revamped accounting quality system to prepare for important audits
- Opened and assigned new client accounts.Coordinated approval processes of all accounts payable invoices
- Conducted month-end balance sheet reviews and reconciled any variances.

SCHOLASTICS

- B.A. in Finance and Banking - (University of Missouri - Columbia, MO)