

# ROBERT SMITH

## Cash Poster

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

### SUMMARY

One year of experience as a Cash Poster is seeking to be part of a company or organization where I can grow and excel in and to finish and get my degree in General Studies.

### CORE COMPETENCIES

Accounting, Accounting Systems, Cash Management, Excellent Written Communication, Problem Solving, Analytical, MS Office, And Lotus.

### PROFESSIONAL EXPERIENCE

#### Cash Poster

##### Alamo Concrete Products - July 2017 – Present

#### Key Deliverables:

- Manage Lockboxes, wire transfers, and deposit slips from the billing specialists.
- Examine, analyze, and interpret all financial data prior to inputting and applying the payment to ensure information is correct.
- Responsible for applying anywhere from \$500,000 to \$2,000,000 in transactions to 10 separate bank accounts.
- Work effectively with all involving personnel and maintaining positive relationships and open lines of communication with all accounts and accounts receivable clerks.
- Coordinating with credit analysts to solve discrepancies and inconsistencies when they occur. Solving discrepancies includes tracing transactions.
- Identifying the source of error, and taking appropriate steps to resolve the issue.
- Verification of batch reports necessary to ensure accuracy prior to posting. Excel spreadsheet maintained for easy referencing.

#### Data Entry Clerk/Billing Specialist

##### Alamo Concrete Products - April 2017 – July 2017

#### Key Deliverables:

- Monitored and facilitate daily workload to ensure billing stayed within a 3.
- Daymark and monthly deadlines were attainable. Primarily responsible for managing 3 divisions consisting of 15 total concrete plants.
- Initiated, developed, and maintained positive relationships with all personnel at the concrete plants and in office. Received physical tickets from plants and.
- Sorted them for entry based on division, plant number, delivery address.
- And associated products. Manually input data from physical tickets into the computer system. Data entry required close attention to detail and proficient typing skills.
- Evaluated data with precision ensuring accuracy.
- After inputting data, batch reports were analyzed and evaluated before finalizing the billing process. Invoiced \$100,000+ a day.

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### EDUCATION

- Associates Degree in General Studies - 2013 to 2015(Central Texas College )