ROBERT SMITH

Payment Analyst

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An extremely dynamic and analytical person with experience and knowledge in the accounting field. Analytical and detail-oriented, able to identify and implement process improvements that increase accuracy, consistency, and efficiency. Able to communicate effectively with all levels of management in order to collaboratively resolve problems to achieve personal and organizational objectives with a proven record of productivity, quality, and integrity.

EXPERIENCE

Payment Analyst
ABC Corporation - NOVEMBER 2008 – MAY 2009

- Responsible for processing payments in the SAP Accounts Payable System that has not been resolved by Payments Specialist.
- Performed quality review on expenditures to ensure payments were being made adhering to company policies and procedures.
- Managed check runs for 6 companies via check, ACH, wire, and EFT.
- Liaisoned with Corporate and Bank in order to identify intercompany transactions.
- Processed canceled payments (Void, Stop, Reissue Checks) avoiding duplicate payments.
- Reviewed and changed procedures for program interfaces that reduced reconciliation processing times.
- Coordinated with GL department for P Card reconciliation process review.

Payment Analyst
Delta Corporation - 2005 – 2008

- Gibson City, IL, United States Analyzed health care payments and ensured financial balance Helped implement new software and worked to streamline .
- Credit subcontractors for the equipment that was installed to set-up the dish.
- Corrected the credits in our window based system.
- Intake, post and deposit payments for multiple clients wires, checks, cash and electronic payments.
- Adjustments Daily client remittances Mail Processing Posting direct payments from client services Return check letters Log, track and follow up on .
- Applied insurance payments Issued new billing notices Performed customer service via phone, online, and in person Handled payables and receivables .
- Accountable for all invoice transactions.

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EDUCATION

- MS

SKILLS

Payment Analyst; Accounts Payable; Accounts Receivable.