

# ROBERT SMITH

## Sr.Payment Processing Specialist

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

### SUMMARY

assertive performer with strong organizational analytical skills. Quality-driven with strong interpersonal, communication team orientation skills that provide highly effective support upper management clients. Competent at working independently multiple tasks simultaneously. Easily adaptable change with willingness learn.

### CORE COMPETENCIES

Technology Proficiency: Knowledge of Bank Business Systems, Microsoft Office Suites, Word, Excel, PowerPoint.

### PROFESSIONAL EXPERIENCE

#### Sr.Payment Processing Specialist

ABC Corporation - October 2010 – July 2014

##### Key Deliverables:

- Researched , reconciled inconsistencies with bank statements, cash deposits, postings general ledger.
- Exclusively compile, organize, report daily payments to the Texas Lender (ISF Texas, LLC).
- With use of NLS (Norridge Loan System), performed timely , accurate posting daily cash receipts (\$30K to \$80K) states of Georgia and Texas.
- Handle Texas refinanced loans.
- Restructure, process, report Texas CSO (Credit Services Organization) Owned loans.
- Submitted customers requests for payment means of automatic withdrawal ACH through First Data Pay Point Administration system.
- Peachtree Settlement Funding / TitleMasters Remotely deposit payments received in-house, along with Auction proceeds via Wells Fargo.

#### Sr.Payment Processing Specialist

Delta Corporation - 2009 – 2010

##### Key Deliverables:

- Performs multiple task required to ensure the timely and accurate posting of all accounts receivable payments and adjustments transactions.
- Ensures that all amounts are balanced to the daily deposits and that all related transactions such as contractual adjustments, denials and payment .
- Posts all payments and adjustments to the specified patient account in accordance with the current policy and procedure Reviews scanned documentation .
- Payment Processing Performed all month-end close processes, including balancing the general ledger, and bank reconciliations.
- Gathered information for audits, problem solving and examinations.

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- Responsible for accounts (matching, batching, coding, cutting, and posting checks, money orders, and credit cards) totaling over 500 checks; \$100,000 .
- Prepared daily financial reports for all money posted for accounting reconciliation.

### EDUCATION

- Associate of Applied Science in Accounting - (Gwinnett Technical College - Lawrenceville, GA)