

Robert Smith

Remittance Clerk

PERSONAL STATEMENT

As a Remittance Clerk, responsible for Detecting issues such as short payments and take appropriate action to inform A/R Specialists for resolution with customers. Bring detected recurring issues and/or discrepancies to the supervisor's attention for immediate action.

WORK EXPERIENCE

Remittance Clerk

ABC Corporation - March 1983 - July 2014

Responsibilities:

- Taxpayer researched, employer verification research, entered payments of tax money and/or garnishments.
- Kept track of monies due, keeping our files organized, keeping a full non-disclosure of money received and received from.
- Organized Daily transactions and orderly filing of documents.
- Handled customer inquiries and maintain friendly atmosphere.
- Worked with reports determining whether insurance payers are paying according to their contracts.
- Handled the cash deposits daily and took them to Wells Fargo.
- Performed general office duties such as typing, operating office machines, and sorting mail.

Remittance Clerk

Delta Corporation - 1980 - 1983

Responsibilities:

- As a member of the Finance team, my daily duties include but are not limited to the following calculating, posting, .
- First National Bank (Currently M & T Bank) 25 S.
- Charles Street Baltimore, Maryland 21201.
- Received, sorted and audited checks for payments and renewals.
- Reconciled payments with various documentation.
- Received orders for pictures and yearbooks with payment daily > Processed the orders making sure adequate payment was included > Processed/deposited .
- Operate mail room handling large volume of mail operate OPEX, and Bantec machines.

Education

High School Diploma

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Interpersonal Skills,
Clerical Skills.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)