

NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

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Experience

Accounts Receivable Analyst- Company / Location
MONTH YEAR - Present

- **Collections:** Contact customers to resolve unpaid invoices. Works to resolve disputes and correct wrong invoices.
- **Cash Applications:** Applies incoming cash receipts to invoices.
- **Billing:** Use billing reports to audit and generate billing and send it to customers to be paid.
- **Customer Service:** Works with customers daily to resolve billing disputes, research missing payments, and update account information.
- **Order Processing:** Receives new orders and converts them into billing to send to customers.

Accounts Payable Analyst- Company / Location
MONTH YEAR – MONTH YEAR

- **Invoice Management:** Receives invoices from vendors and stores and seeks approval to issue payment.
- **Purchase Order Oversight:** Ensures outgoing payments do not exceed the organization’s purchase order limits.
- **Payroll Processing:** Calculates commissions and pay rates and generates employee payroll.
- **Expense Management:** Approves and issues expense and reimbursement payments.
- **Auditing:** Audits accounts payable transactions to ensure processes are followed and to prevent fraud.

Project Experience

- **Tax Liability:** Perform annual tax audits on customer accounts to ensure the organization is paying the correct tax rates
- **Annual Merits:** Facilitate changes in employee salaries during annual review periods

Education

Master’s Degree- SCHOOL
MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Bachelor’s Degree- SCHOOL
May 2009

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Knowledge of Generally Accepted Accounting Principles (GAAP)
- Analytical
- Excel Proficiency
- Accounting ERP Experience (Netsuite, Salesforce, Quickbooks)
- Data Entry

Licenses & Accreditations

Licenses Licenses & Accreditations

- Undergraduate Accounting Certificate
- Bookkeeping Certification
- Certified Public Accountant