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## Accounts Officer Resume

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### Job Objective

Seeking an Accounts Officer position where my skills and experience can assist in growth of the organization.

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### Highlights of Qualifications:

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- Familiarity with budgeting processes, contract administration, general accounting principles
  - In-depth knowledge of GAAS, GAAP, CIA, CPA
  - Wide knowledge of banking practices and associated regulatory requirements
  - Ability to deal with all levels of people
  - Ability to answer all vendor inquiries and follows up promptly
  - Ability to review monthly vendor statements
  - Ability to prepare weekly cash flow reports
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### Professional Experience:

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Accounts Officer

People's United Bank, Phila, PA

August 2005 – PresentManaged payments collections from creditors.

Formulated sales and purchases invoices.

Drafted aging report and monthly reconciliation.

Authorized to issue cheque and official receipts.Accounts Officer

KeyPoint CU, Phila, PA

May 2000 – July 2005Handled Corporate Accounts Receivables.

Managed follow ups and solved billing disputes.

Executed credit checks and approvals.

Conducted credit assessments and imparted advice to AP and AR Team.

Assured meeting of collection targets.

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### Education:

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Bachelor's Degree in Accounting

South College, Knoxville, TN

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