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## Accounts Receivable Accountant Resume

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### Job Objective

To obtain an Accounts Receivable Accountant position and utilize my experience and skills for the successful completion of each job task.

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### Highlights of Qualifications:

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- Certified Public Accountant with experience in Accounts Receivables functionality
  - Advanced knowledge of Excel spreadsheet applications, general ledger software packages and word processing
  - Ability to work and function both independently and within a group setting
  - Ability to prioritize and manage multiple task assignments
  - Excellent analytical skills and strong attention to detail
  - Excellent communication skills (verbal and written) and organizational skills
  - Positive and energetic attitude and great interpersonal skills
  - Remarkable ability to review and verify accuracy of data
  - Knowledge of generally accepted financial compliance SOX and accounting principles (GAAP)
  - Ability to prioritize and meet deadlines while providing accurate results
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### Professional Experience:

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Accounts Receivable Accountant, August 2005 – Present  
GeoSpatial Mapping Systems, Inc., Poway, CA

- Researched and analyzed deductions and requested reimbursement when appropriate.
- Prepared deduction and post-deductions reports for management review.
- Reviewed and monitored rebate payments and prepared period end report.
- Developed reports as requested utilizing business intelligence tool, and supported the implementation team.
- Ensured to post and balance receipts on a daily basis.

Accounts Receivable Accountant, May 2000 – July 2005  
Phoenix House Foundation, Inc., Poway, CA

- Prepared monthly billing invoices and associated reports for funding sources.
  - Analyzed budgets for government bonds and ensured correct billing.
  - Prepared reconciliation of bank accounts and cash reports and maintained records of fixed assets.
  - Prepares reports on special projects as assigned and adhered to and promoted the mission and values of the company.
  - Processed accounts receivables and cash receipts when required.
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### Education:

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Bachelor's Degree in Finance, Ashford University, Clinton, IA

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