
Accounts Receivable Clerk Resume

Job Objective

Seeking an Accounts Receivable Clerk position that offers an immediate challenge, career opportunity, and advancement.

Work Experience:

Accounts Receivable Clerk, May 2004 – Present
Skyline Personnel, Portland, OR

- Followed up with customers with overdue accounts via post; called clients with delinquent accounts to iron out new payment schedule.
- Handled outstanding account balances.
- Took care of office correspondence.
- Examined customer sales and service contracts, reviewed payment schedules, kept track of client address changes.
- Submitted daily and weekly activity reports.
- Reconciled sub-ledger accounts to the general ledger.
- Reconciled customer payments with invoices.

Accounts Receivable Clerk, March 2002– April 2004
Fabric Maker Network, Portland, OR

- Corresponded with Operations Dept. re schedule and accuracy of billing data.
 - Handled credit card transactions.
 - Managed Accounts Receivable documents, handled all ingoing and outgoing invoices, and took care of their data entry into the computer on a daily basis.
 - Tracked delinquent accounts and contacted clients to discuss timely payments.
 - Ensured all company financial activities are meeting accounting standards.
 - Handled new customers, made adjustments to check applications when necessary, and kept track of any corrections to customer invoices.
 - Reviewed accounts to determine eligibility of orders for release.
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Summary of Qualifications:

- Excellent attention to detail; highly accurate in dealing with financial and accounting documents
 - Boasts typing speed of 30 word/min
 - Highly independent, yet an accomplished team player who promotes the goals of the company
 - Highly proficient in MS Office applications, including Word and Excel
 - Excellent communication, organizational and customer service skills
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Education:

Associate Degree in Finance, Cuyahoga Community College District, Cleveland, OH

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