
Accounts Receivable Specialist Resume

Job Objective

Accounts Receivable Specialist seeking position with a well-established organization where my experience can be used for the well-being of the company.

Highlights of Qualifications:

- Remarkable experience in Accounts Receivable and Cash Application
 - Huge knowledge of ERP and Microsoft Dynamics SL
 - Deep knowledge of providing quality and personal attention
 - Familiarity with MS Office
 - Amazing ability to coordinate with multiple levels
 - Outstanding ability to multitask
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Professional Experience:

Accounts Receivable Specialist
Dynamic Office & Accounting Solutions, Fort Myers, FL
May 2006 – Present

- Administered global collections activities.
- Evaluated client aging and outlined problem accounts.
- Imparted forecast of cash receipts.
- Innovated procedures around collection processes.
- Aided identifying daily cash receipts.
- Analyzed status of D&B reports.

Accounts Receivable Specialist
Atlantic Media Company, Fort Myers, FL
March 2003 – April 2006

- Managed billing functions for National Journal subscriptions.
 - Conducted monthly close and reconciliation functions.
 - Aided customers with invoicing and payment inquiries.
 - Coordinated with subscription sales team.
 - Formulated invoices on weekly basis.
 - Handled formulation of monthly reconciliations.
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Education:

Bachelor's Degree in Accounting
Argosy University, Twin Cities, MN

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