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## Accounts Receivable Supervisor Resume

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### Job Objective

Looking to help your company with my experience as Accounts Receivable Supervisor.

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### Highlights of Qualifications:

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- Vast supervisory experience in accounts receivable and general accounting
  - In-depth knowledge of office administration and procedures
  - Good understanding of GAAP and revenue recognition issues
  - Extensive understanding of general accounting procedures
  - Familiarity with accounts receivable process, automated billing systems and reconciliations
  - Proficient in word processing, spreadsheets, graphs and database software
  - Excellent communication skills
  - Strong organizational and problem solving skills
  - Uncommon ability to work in a independently
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### Professional Experience:

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Accounts Receivable Supervisor, August 2005 to till date  
UnitedHealth Group, Newport Beach, CA

- Managed productivity and quality with a focus on all compliance related issues.
- Resolved and monitored escalated client issues.
- Oversaw initial and ongoing training of employees as it related to workflow, CareTracker, compliance, specialty knowledge and insurance carriers.
- Improved and refined the Production Standard Operating Procedures Manual.
- Supervised and supported the Billing Office staff and served as a liaison between Accounts.

Accounts Receivable Supervisor, June 2002 to July 2005  
Citizens Care & Rehabilitation Center, Newport Beach, CA

- Carried out billing, collection and reporting activities according to specific deadlines.
  - Analyzed daily census reports for all payor activity and conducted financial and insurance screening to determine pay sources.
  - Posted all receipts to the accounting system and reviewed requests for adjustments.
  - Ensured proper staffing levels for the Accounts Receivable Office and front desk.
  - Maintained appropriate and extensive knowledge of accounting system.
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### Education:

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Bachelor's Degree in Finance and Accounting, Ursuline College, Pepper Pike, OH

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