
Invoicing Clerk Resume

Job Objective

To obtain an Invoicing Clerk position that will allow me to utilize my skills and has potential for growth.

Work Experience:

Invoicing Clerk, May 2004 – Present
Jones Lang LaSalle, Cincinnati, OH

- Compiled data from vendor invoices and supporting documents to verify accuracy of billing data and ensured receipt of items ordered.
- Compared invoices against purchase orders and shipping.
- Received documents to verify receipt of items ordered.
- Managed to read computer files and figures to determine prices and discounts.
- Adhered to follow invoices and credit memorandums.

Invoicing Clerk, March 2002– April 2004
SeaWorld Parks & Entertainment, Cincinnati, OH

- Generated accurate and timely invoices.
 - Contacted vendors and buyers regarding errors in partial and duplicate shipments, prices, and substitutions.
 - Maintained file of returnable items received from and returned to vendors.
 - Prepared vouchers authorizing payment to vendors ensuring accurate check.
 - Managed to index customer database and contracts.
 - Processed milestone and progress and final invoices for trade and Inter-company clients.
 - Navigated to complete timely and accurate reconciliations.
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Summary of Qualifications:

- Envious ability to verify data input and correct errors
 - Strong ability to gather data, compile information, and prepare reports
 - Great typing skill – 50 words per minute
 - In-depth knowledge of medical billing procedures
 - Ability to perform billing activities
 - Good ability of solving problems using math
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Education:

Associate Degree in Accounting, Wayne County Community College, Detroit, MI

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