



# Emily Roberts

Accounts Receivable Assistant

## CONTACT

emily.roberts@gmail.com

United States, Dallas, TX

## EDUCATION

2012 - 2016

**Bachelor's Degree in Finance**

Southwest Texas State University,  
United States

## PROFESSIONAL SUMMARY

Proactive Accounts Receivable Assistant with 4 years of experience in managing receivables, invoicing, and collections. Demonstrated ability to improve cash flow through efficient collections strategies and accurate reporting.

## EXPERIENCE

**Accounts Receivable Assistant** 2020 - Now  
Ferguson Enterprises, United States, Dallas, TX

- Process customer invoices and ensured timely collections on outstanding balances.
- Manage the aging report to track overdue accounts and initiated collection efforts.
- Reconcile discrepancies in customer accounts and handled billing inquiries.
- Collaborate with the finance team to assist with monthly closing and financial reporting.
- Assist in setting up payment plans for customers with past-due accounts.

**Collections Associate** 2017 - 2020  
J.P. Morgan Chase, United States, Dallas, TX

- Managed a portfolio of accounts, making outbound calls to collect outstanding payments.
- Negotiated payment terms with customers and facilitated arrangements.
- Processed credit card, check payments, and ACH transfers.
- Maintained accurate records and updated customer account information.

## SKILLS

Accounts receivable management	★★★★★
Invoicing and collections strategies	★★★★★
Knowledge of AR software (NetSuite, Sage)	★★★★★
Customer service and conflict resolution	★★★★★
Financial reporting and reconciliations	★★★★★
Strong communication and negotiation skills	★★★★★