

Accounts Receivable Clerk

Sophia Harris

Professional summary

Diligent and detail-oriented Accounts Receivable Clerk with experience in managing complex invoicing processes, payments, and customer account resolutions. Proven ability to maintain accurate financial records, reduce aging balances, and enhance client satisfaction. Seeking to leverage my expertise in AR processes and strong problem-solving skills to contribute to the success of a dynamic finance team.

Experience

Accounts Receivable Clerk

February 2021 - Now
MetroTech Solutions / New York, NY

- Process and track over 200 customer invoices per month, ensuring accurate and timely billing.
- Reduce aging accounts by 20% through diligent follow-up on overdue invoices and implementing more efficient collection processes.
- Actively collaborate with the finance team in month-end closing processes and reconciliation of AR ledger, ensuring no discrepancies.
- Resolve customer billing inquiries with a 95% satisfaction rate, ensuring clear communication of account status and payment options.




Accounts Clerk

July 2018 - January 2021
Citywide Services / New York, NY

- Assisted in processing and reviewing customer invoices and payments, ensuring 100% accuracy in financial transactions.
- Supported the AR department in generating monthly reports, improving the department's efficiency by 10%.
- Collaborated with senior AR staff to ensure accurate data entry and timely completion of all financial tasks.

Additional Information

- **Volunteer Experience:** Treasurer for the New York Community College Student Association, overseeing budgeting, reporting, and financial decisions for student-run events.
- **Awards:** Employee of the Month (MetroTech Solutions, January 2022) for consistently exceeding collection targets and improving customer satisfaction.

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Education


Associate Degree in Accounting
New York Community College
Graduated: June 2018


Certified Accounts Receivable Specialist


March 2020


Skills

Proficient in Microsoft Excel, QuickBooks, and AR software (NetSuite, SAP, and Oracle) 

Strong analytical skills with experience in aging reports and financial reconciliation 

Excellent communication and customer service skills 

Exceptional organizational and multitasking abilities 

Knowledge of GAAP, SOX compliance, and industry best practices 

Ability to adapt quickly to new software systems and processes 