

PROFESSIONAL SUMMARY

Determined accountant with 4 years' experience working in accounts receivable by investigating billing issues and following up with 300+ customers to receive \$10M payments in a timely manner. Thrives in building relationships across departments to resolve billing and other accounting issues to reach company goals.

EXPERIENCE

Staff Accountant, [REDACTED] 08/2022 – 11/2023

- Integrated new collections system and collected \$10M+ by building relationships with 136 customers and proactively following up 1x a week via phone & email
- Initiated and collaborated with the Warehouse Manager, Project Coordinator, and Controller to implement company's first inventory tracking system utilizing Excel
- Prepared weekly AP/AR and financial reports to Management
- Coordinated commission reports for sales people on a monthly basis and inputted and printed checks
- Processed purchase orders, bills, bank account charges, credit card charges, and invoices in QuickBooks Desktop
- Reconciled bank and credit card accounts using QuickBooks Desktop monthly
- Inputted invoices based on contract terms & billed clients

Billing Coordinator, [REDACTED] 12/2018 – 12/2021

- Investigated and cleared up 1-3 years of billing discrepancies that were worth \$3M+ by clearly communicating with customers via email
- Collected \$2M+ by reaching out to 100-218 customers every month
- Collaborated with operations team members to find best solution to accurately track information and billed 218 customers each month by the deadline of 1 week
- Setup 117 out of 204 vendors in bill.com AP system, reducing late/risk of termination bills by 60%
- Utilized Quickbooks Online to generate reports for management team including A/R aging report, profit and loss, and invoice list
- Checked billing logs and timesheets and caught discrepancies that saved the company from \$20-\$5,000
- Inputted 30-50 invoices daily into Bill.com, maintained vendor records by updating as needed, investigated overpayments, and sent weekly payment schedule to Controller

SKILLS

- Office 365 (Proficient Excel, Word, Outlook)
- Quickbooks Desktop, Online, & Bill.com Experience
- 50 – 70 WPM

EDUCATION

[REDACTED]
Bachelor of Arts in Chinese Studies, December 2013