KEITH J. DICK

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ACCOUNTS RECEIVABLE ACCOUNTANT

PROFESSIONAL ACCOMPLISHMENTS

Accounts Receivable Accountant, 2016 - Present

Mckenzie

* Prepared for the reconciliation of bank accounts and cash reports.
* Analyzed and interpreted budgets for a government contract to ensure that the billing was correct.
* Researched and analyzed deductions, and requested reimbursement when appropriate.
* Responded to requests from billers and project managers on request for client payments.
* Made collection calls and coordinated with account teams on collection efforts.

Accounts Receivable Accountant, 2014 - 2016

LiteCure, LLC

* Facilitated the timely payment of invoices due to the company by sending bill reminders and contacting customers with outstanding accounts.
* Developed reports as requested utilizing business intelligence tools.
* Prepared month-end deferred and AR gross downs for financial reporting.
* Worked with sales and professional services departments to determine the timing of projects for proper invoicing and payment.

CONTACTS

60 Atha Drive

Bakersfield, CA 93301

keith@defmail.com

keith.com

OBJECTIVE

To obtain an Accounts Receivable Accountant position where I can contribute the best of my skills and efforts for the growth of the organization.

(661) 731-8007

PROFESSIONAL ACCOMPLISHMENTS

Accounts Receivable Accountant, 2012 - 2014

Nutrien

* Reconciled the accounts receivable ledger to ensure that all invoices and payments were accounted for and properly posted.
* Carried out cash application of accounts receivable and daily cash reporting.
* Provided full back up and assistance to the cash application process and identified process improvements.
* Provided customers with information about their invoices, payments, and facilitated the resolution of collection issues.
* Reviewed and applied credits imported from the company’s trade funds management system.

SKILLS

* Wide experience in Accounts Receivable and Accounting.
* Familiarity with the accounts receivable cycle.
* Familiarity with customer service principles.
* Sound knowledge of Federal Acquisition Regulation (FAR) and Cost Accounting Standards (CAS).
* Profound knowledge of standard finance systems such as Zuora, Great Plains, and core finance processes.
* Exceptional knowledge of Oracle ERP system.
* Deep knowledge of accounts receivable and general ledger systems and procedures.
* Proficient in MS Word and Excel, and QuickBooks.
* Proficient in JD Edwards and ERP system.
* Extreme ability to prioritize and manage multiple responsibilities.
* Outstanding ability to calculate post and manage accounting figures and financial records.
* Remarkable ability to maintain a positive business relationship with customers and clients.

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PROFICIENCY

Problem Solving

Analytical Skills

Management Skills

MS Office

Communication Skills

EDUCATION

Bachelor's Degree in Accounting, 2012

Georgia Southwestern State University, Americus, GA