



Devin Parry

Knowledgeable Senior Accounts Receivable Specialist with 11+ years' experience leading AR teams in a fast-paced department. Expert knowledge of Microsoft Office software and specialist accountancy programs, including Xero and Sage Business Cloud. Results-driven and dedicated work ethic with the ability to work efficiently and precisely under acute time pressure.

Professional Experience

Senior Accounts Receivable Specialist

ARAG North America, Des Moines, IA February 2014 - Present

- ◆ Perform accounts audits to check that they are correctly set up with the appropriate premium application
- ◆ Oversee accounts receivable files and prepare 5500 forms
- ◆ Investigate and reconcile account irregularities and discrepancies and make recommendations to prevent a recurrence
- ◆ Liaise with clients regularly to obtain necessary documentation and files and resolve instances of underpayment
- ◆ Mentor new starters and provide training on accounts receivable principles, processes, and policies

Accounts Receivable Clerk

Lutheran Services in Iowa, Des Moines, IA July 2009 - February 2014

- ◆ Completed data entry tasks and sales journals quickly and accurately
- ◆ Prepared for and assisted with external financial audits
- ◆ Generated client invoices for medical services and facilitated insurance claims
- ◆ Reviewed and improved the company's accounts receivable processes to improve billing efficiency by 35%

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Des Moines, IA 76543
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Education

Bachelor of Science in Business Administration

College of Business and Public Administration,
Drake University, Des Moines, IA
September 2005 - June 2009

Key Skills

- Articulate written and verbal communicator
- Excellent mathematical ability
- Detail I-oriented
- Outstanding time-management, prioritization, and multi-tasking skills
- Data entry
- Comprehensive knowledge of advanced Excel functions

Certifications

- ◆ I OEM Accounts Receivable Certification