

Katrina Tuttle

McCordsville, 46055 IN | (317)833-0195 | ktuttle25@yahoo.com

Summary

Detail-oriented and results-driven accounting professional with extensive experience in accounts receivable, cash application, billing, and financial reconciliation across high-volume environments. Proven ability to manage portfolios exceeding \$500 million, accurately forecast collections, and streamline processes to enhance operational efficiency. Skilled in using ERP systems such as SAP, Workday, PeopleSoft, Oracle, as well as data analysis tools like Microsoft Power BI and Excel (including macros), and SalesForce. Adept at resolving billing discrepancies, supporting audits, maintaining SOX compliance, and collaborating cross-functionally to drive continuous improvement. Demonstrates strong problem-solving abilities, excellent communication skills, and a commitment to delivering high-quality financial support.

Software

- Journal Entry Preparation
- Cross-Functional Collaboration
- Audit Support & SOX Compliance
- Client Billing & Dispute Resolution
- Cash Application & Reconciliation
- Accounts Receivable Management
- Financial Reporting & Forecasting
- SalesForce
- ERP Systems (SAP, Workday, PeopleSoft)
- Advanced Microsoft Excel (Macros, Vlookup, Pivot tables)
- Microsoft Power BI

Experience

COLLECTIONS MANAGER | 05/2023 - Current

Fortrea Inc.

- Manages the collection of outstanding accounts receivable for a portfolio exceeding \$500 million, accurately forecasts monthly collections, and identifies high-risk accounts for bad debt reserves.
- Led the successful implementation of PeopleSoft to Workday for collections and cash receipts; ensures SOX compliance and utilizes Salesforce to analyze client contracts for accurate billing.
- Resolves internal and external billing inquiries, processes client refunds, and regularly presents key performance metrics and collection results to senior leadership.
- Hires, trains, and develops remote teams, creates comprehensive training materials (documents and videos), and fosters a culture focused on continuous process improvement.
- Utilizes Excel (VLOOKUPs, Pivot Tables, SUMIF) to analyze and report on collections activity to finance leadership.

COLLECTIONS SUPERVISOR | 01/2022 - 04/2023

Labcorp Drug Development

- Manages accounts receivable portfolio exceeding \$500 million, including creating aging reports and providing regular updates to project managers.
- Accurately forecasts monthly collections and identifies accounts requiring escalation or write-offs for management review.
- Investigates and requests remittances from clients to support timely collections and accurate cash application.
- Oversees shared mailbox to respond to billing and collections inquiries, ensuring prompt and professional communication with internal and external stakeholders.

ACCOUNTS RECEIVABLE ANALYST | 07/2021 - 12/2022

Labcorp Central Laboratory Services

- Manages the collection of accounts receivable portfolio exceeding \$26 million, ensuring timely follow-up and resolution of outstanding balances.
- Prepares and submits client invoices, including through third-party billing portals, while maintaining accuracy and compliance with client requirements.
- Oversees intercompany invoicing processes across multiple sister companies, ensuring consistency and proper reconciliation.
- Collaborates with internal teams to streamline billing procedures and support overall cash flow objectives.

ACCOUNTS RECEIVABLE ANALYST | 12/2020 - 07/2021

Allegis Group

- Held a contract role with Labcorp Central Laboratory Services, supporting the Accounts Receivable team.
- Managed an accounts receivable portfolio exceeding \$26 million, ensuring timely collection and issue resolution.
- Processed and submitted invoices through various platforms, including third-party client portals.
- Handled intercompany invoicing across multiple sister companies, ensuring accuracy and compliance.

ASSISTANT ACCOUNTS RECEIVABLE | 06/2018 - 12/2020

Ascension

- Update and reconcile unposted cash payments (GL 117105) for nine Ascension facilities, ensuring accurate financial records.
- Prepare journal entries to correct or reclassify postings as needed and research discrepancies in VPS and Soarian systems.
- Perform monthly reconciliation and investigation of the Refund Clearing Account for twelve facilities, coordinating with the offshore team to resolve issues.
- Developed consolidated transaction reports with macros, resulting in a daily time savings of over four hours for the team.

CONTRACTOR SENIOR ACCOUNTANT | 12/2017 - 03/2018

AppleOne

- Utilize various software daily, including Microsoft Excel, Microsoft AX, and QlikView, to support accounting operations.
- Accurately book location accruals by verifying data and creating and posting journal entries.
- Record revenue journal entries as requested by management and reconcile assigned general ledger accounts.
- Perform hindsight analysis of accruals and support audit verification tasks, while collaborating with fellow accountants to assist as needed.

SUPERVISOR OF BILLING & CONTRACTS | 06/2016 - 12/2017

Robert Half

- Managed PeopleSoft-SAP Comparison project in preparation for full implementation of SAP
- Coordinating with IT to correct errors
- Extensive data analysis on 140 accounts
- Supervise, verify, and review the work of three employees.
- Training and assisting them to improve their analytical skills and efficiency.

SALES & USE TAX ANALYST | 04/2015 - 06/2016

Toyota Industries North America

- Compile, manage and file approximately 150 indirect taxes using Vertex and SAP, including property, sales & use taxes along with annual reports for multiple Toyota companies
- Track and manage business licenses and annual report renewals
- Developed and created a paperless sales and use tax process

ACCOUNTS RECEIVABLE ADMINISTRATOR | 09/2013 - 03/2015

Toyota Material Handling USA

- Accurately post \$5–\$10 million in daily cash receipts to customer accounts and reconcile accounts using SAP's accounts receivable and billing functions.
- Serve as the primary point of contact for invoice and account issue resolution, collaborating across departments to ensure exceptional customer service and timely problem-solving.
- Coordinate with the sales and use tax administrator to issue credit memos and maintain an accurate accounts receivable collection database in Microsoft Access.
- Designed and implemented a paperless cash posting process, streamlining operations and improving efficiency.

COMBINED REVENUE ACCOUNTING SPECIALIST | 04/2010 - 09/2013

Celadon Trucking

- Accurately post \$1–\$3 million in daily cash receipts to customer accounts, ensuring timely and correct application.
- Analyze accounts receivable reports to identify at-risk accounts and recommend actions to minimize potential bad debt.
- Manage account reconciliations, process write-offs, and handle customer refund requests with accuracy and efficiency.
- Create payment forecasts to support cash flow planning and decision-making.

Education

ANDERSON UNIVERSITY - MBA

FINANCE

PURDUE UNIVERSITY - BA

CLASSICAL STUDIES

IVY TECH COMMUNITY COLLEGE - AS

ACCOUNTING