

# Jessica Lang

jessica.lang@example.com | (555) 789-1234 | Austin, TX

---

## WORK EXPERIENCE

---

### Clearview Finance Solutions

Oct. 2021 – Present

*Accounts Receivable Specialist*

*Austin, TX*

Clearview Finance Solutions provides financial services focused on optimizing cash flow and managing client accounts.

- Oversee 24 client accounts with monthly revenues ranging from \$80,000 to \$350,000, including payment processing, invoicing, and AR.
- Spearhead initiatives to streamline the billing system, reducing overdue balances by 28% and improving cashflow by \$290,000 per year.
- Resolve client disputes and discrepancies, collaborating cross-functionally with sales and accounting teams to enhance financial reporting accuracy.
- Manage and monitor payment processes to ensure timely collections and compliance with company policies.

### Gateway Accounting Group

Aug. 2019 – Oct. 2021

*Junior Accounts Receivable Specialist*

*Dallas, TX*

Gateway Accounting Group specializes in providing comprehensive accounting services to a diverse client base, ensuring accurate financial management.

- Prepared monthly invoices for over 20 accounts valued at up to \$130,000, reconciled monthly financial reports, and resolved account discrepancies.
- Communicated with clients to resolve past due balances, recovering \$90,000 in outstanding payments over a two-year period.
- Developed strategies for efficient cash flow management and implemented tracking mechanisms for prompt collections.

## EDUCATION

---

### University of Texas at Austin

2019

*Bachelor of Business Administration, Finance*

*Austin, TX*

## CERTIFICATIONS & SKILLS

---

- **Certifications:** Certified Accounts Receivable Specialist (CARS) - National Association of Accounts Receivable Professionals, October 2020; Certified Financial Operations Professional (CFOP) - Institute of Financial Operations, June 2019
- **Skills:** Tax preparation; Cash management; Investment analysis; Risk management; Strategic planning; Financial analysis; Budgeting; Account reconciliation; Billing and invoicing; Cash flow optimization; Client relationship management; Financial reporting; Process improvement; Regulatory compliance