

# Brandee Howard-Haney

## **Accounts Receivable Specialist - Air Compressor Sales, Inc**

Warner Robins, GA 31088

[brandeehowardhaney7\\_zhi@indeedemail.com](mailto:brandeehowardhaney7_zhi@indeedemail.com)

(478) 338-2801

## Work Experience

---

### **Accounts Receivable Specialist**

Air Compressor Sales, Inc

May 2014 to Present

- Posts customer payments by recording cash, checks, and credit card transactions.
- Posts revenues by verifying and entering transactions from lock box and local deposits.
- Updates receivables by totaling unpaid invoices.
- Maintains records by microfilming invoices, debits, and credits.
- Verifies validity of account discrepancies by obtaining and investigating information from sales and customer service departments, and from customers;
- Resolves valid or authorized deductions by entering adjusting entries.
- Resolves invalid or unauthorized deductions by following pending deductions procedures.
- Resolves collections by examining customer payment plans, payment history, credit line; coordinating contact with collections department.
- Summarizes receivables by maintaining invoice accounts; coordinating monthly transfer to accounts receivable account; verifying totals; preparing report.
- Protects organization's value by keeping information confidential.
- Updates job knowledge by participating in educational opportunities.

### **Member Service Representative II**

Robins Financial Credit Union

August 2010 to February 2012

- Level 3 Lending Authority for \$1M portfolio. Knowledgeable of home loan procedures and financial regulatory requirements. Made loan decisions based on credit history, payment history, debt and unsecured ratios. Researched and proposed solutions to policy and financial transaction questions. Initiated opening/closing of various accounts. Filed and maintained statements to track member transactions and registers.
- Was responsible for processing loan applications in compliance with bank policies, meeting investor guidelines and demonstrating lending strategies. Previously met with potential customers to assess their needs, collect data, verify documents and ensure the completion of applications.
- Worked closely with loan officers, loan document specialists. Also obtained credit information, coordinated closings, calculated closing costs and dispersed funds. I was responsible for monitoring loan processes, reviewing reports, assisting clients with payments and complying with state and federal regulations. Was formerly required to meet sales goals to bring in revenue for their financial institution.

- Opened loan files when a request came in. Verified and validated initial information by interviewing member at the inception of the loan.

- Checked for accuracy after loan originator completed disclosure package

### **Member Service Representative I**

Robins Financial Credit Union

March 2007 to August 2010

- Level 1 Lending Authority for \$200K portfolio. Analyzed loan requests thoroughly and made appropriated decisions, bases on credit scores. Initiated actions to open new accounts and close accounts. Performed necessary tasks to meet member needs; developed and implemented procedures for accounting and financial programs.

- Greeted members in person and over the phone in a courteous and professional manner. Anticipated and responded to member needs and provided quality member service. Processed requests for check cashing, cash or check withdrawals made in person, by phone, or by email.

- Sorted out requests when for money orders, stamps and cashier checks. Examined, posted and verified money orders and personal/business checks. Opened and closed branch

## Education

---

### **Master of Business Administration in Acquisition**

Strayer University

October 2016

### **Bachelor's Degree in Justice Studies**

Georgia Southern University

May 2014

Macon State College

## Skills

---

- Accounts Payable
- AR
- Receivables
- Accounts Receivable
- Microsoft Word
- Outlook
- accounting
- Billing

## Additional Information

---

Overall I have had ten years in finance with an emphasis on customer service. I am currently working in an accounts receivable position that allows me to continue doing what I enjoy. I have experience working in fast paced environments that demand strong technical, organizational and interpersonal skills. Being detail-orientated and resourceful for me is what it takes to be successful. Providing Ethical, discreet and dependable work is what contributes to a company's growth, which I will provide. Furthermore, I am able to multi-task well, which gives me the opportunity to finish special assignments and projects swiftly with minimal errors. I am acquainted with several software applications, which includes MS Office. Being positive in my opinion is the key to victory as well as having the right attitude.