

Katherine Price

Chicago, IL 60647

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(574) 229-8223

I have 6 years of experience in finance, including areas of accounts payable, customer service, payment processing, and collections. I have extensive experience in billing and payment processing in collections and healthcare settings. I am eager to join an experienced team where I can develop my accounting skills and pursue additional learning and growth opportunities.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Accounts Payable Clerk

BLUE RIVER PETCARE - Chicago, IL

September 2019 to Present

Code and process a large volume of vendor and DVM invoices in compliance with company policies. Coordinate with other members of the accounting team to complete month end

Education

BACHELOR OF MUSIC in COMPOSITION

Indiana University South Bend - South Bend, IN

2014

Skills

- COMPUTER SKILLS Credit Card and Negative Share Collections Associate | March 2019
- September 2019 Credit Card Collections Associate | March 2017
- March 2019 Microsoft Office Suite Processed month end reports, including charge offs, delinquency ratios, closed FloQast accounts, and SDL spreadsheets. Sage Intacct Reviewed and processed collection payments from credit union members, credit counseling agencies, auto dealerships, and bankruptcy trustees. Corresponded with third parties for billing inquiries. Maintained weekly contact with owners of delinquent credit cards, negative shares, and charged off accounts with payment arrangements to bring accounts to good standing. Attended to delinquent accounts' statuses for possible charge off, updated credit reporting, and legal action. Teller Associate | October 2014
- March 2017 Demonstrated the ability to identify legal elements of checks and other negotiable instruments and perform all transactions in compliance with the Bank Secrecy Act and Regulation CC. Assisted credit union members with cash and non-cash transactions, including wire transfers, savings bond redemption, and online banking troubleshooting. Balanced the ATM on a daily basis.
- Account Reconciliation
- Accounting

- Accounts Receivable
- Accounts Payable
- General Ledger Accounting
- General Ledger Reconciliation
- Journal Entries