

Nora Vargas

Accounts Receivable Specialist - Domestic Uniform Rentals

Los Angeles, CA 90044

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(213) 359-5023

Work Experience

Accounts Receivable Specialist

Domestic Uniform Rentals

January 2019 to Present

Monitor accounts to identify outstanding balances/proactively contact customers for outstanding collections.

- Take action to encourage timely payments/ resolve billing and customer credit issues.
- Process accounts receivable payments (cash, checks, and credit card) on a daily basis.
- Reconcile all branch bank deposits on a daily basis.
- Update account status records and collection efforts/ send daily reports to all corporate management.
- Work professionally with all customers, provide invoices and statements on a daily basis.

Accounts Payable Specialist

Domestic Uniform Rentals

September 2016 to January 2019

Gather new vendor information, maintain vendor files and update electronic files as necessary.

- Receive invoices and properly code to departments and expense codes.
- Input accounts payable information into the computerized accounts payable system via scanning and/or manual entry.
- Sort and file both electronic and paper documents, provide administrative and clerical support for the finance department.
- Assist with monthly close procedures and processes
- Professionally represent the company and display positive interaction with all customers, vendor, and co-workers.

Education

Associates Degree in Psychology in Psychology

East Los Angeles College

September 2013 to June 2015

High School Diploma

University High School

September 2008 to June 2012

Skills

- CUSTOMER SERVICE
- PROBLEM SOLVING
- Accounts Receivable
- Accounts Payable

Certifications and Licenses

Driver's License