Sue Levy

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Manager of Accounts Receivable

*Motivated manager and collaborator with 15 years of sales auditing, relationship building, and accounting management experience. Problem-solver with steadfast commitment to managing and meeting deadlines. Change-maker who capitalizes on each opportunity to increase department efficiency.*

— Areas of Expertise —

Accounts Receivable Management | Conducting Department Evaluations | Surpassing Performance Goals

Fostering Outstanding Customer Service | Cross-Functional Leadership | Operational Accounting

System Implementation | Financial Management | General Ledger Reconciliation

— Career Accomplishments —

Cut credit card reconciliation process time by 50%.

Recovered over $400K in rejected credit card transactions.

Collected $8M in aged receivables.

Professional Experience

Brookstone Nashua, New Hampshire

**Manager of Accounts Receivable** 3/2015 – 2/2020

Manage, support, and evaluate employees from three departments including Sales Audit and Accounts Receivable. Reconcile general ledger entries to maintain reporting accuracy for management reports. Direct cross-functional teams to support operational accounting team. Ensure financial and sister systems are appropriately setup to prohibit loss of sales and time.

*Key Accomplishments:*

* Overhauled wholesale database; led to 75% reduction in payment processing time and payment reconciliation time by 50%.
* Deployed inter-departmental team to rejuvenate general ledger upload process
* Assisted GL department with various tasks including reconciliations, month end processes and entries
* Evaluated system upgrades and made appropriate recommendations to IT director of any bugs and multi-system relationship issues
* Replaced order management system and back-end financial system with new ERP; currently integrating POS and website with ERP.

Brookstone Merrimack, New Hampshire

**Technical Lead** 2/2007 – 3/2015

Collaborated with three cross-functional teams to prevent future issues with IT integration. Facilitated inter-departmental communication to maximize daily workflow. Administered updates to increase support for sales audit department and integration between finance and IT.

*Key Accomplishments:*

* Overcame obstacles to update and implement new POS system under budget and on schedule.
* Reduced time to map order management system, POS system, and back-end financial system together; prevented future issues with IT by proactively troubleshooting system management issues.
* Implemented Cybersource fraud management system to reduce fraud over 75%

Education

**Associate of Science in Business Administration & Management |** Nashua Community College – Nashua, NH