1. Worked with [Job title] and assisted [Job title]s to properly apply customer remittances.
2. Prevented impending loss and increased profitability by enforcing scheduled collection campaigns, consistently achieving targeted recovery rate.
3. Identified, researched and resolved billing variances to maintain system accuracy and currency.
4. Compiled and analyzed data for review by senior management of loan loss reports to measure portfolio performance.
5. Produced, distributed and tracked more than [Number] monthly invoices for [Industry] business.
6. Contacted clients with past due accounts to formulate payment plans and discuss restructuring options.
7. Applied more than [Number] payments per week.
8. Performed targeted collections on past due accounts aged over [Number] days.
9. Handled high volume of in-bound calls pertaining to reconciliation of delinquent accounts.
10. Managed efficient cash flow reporting, posted cash receipts and analyzed chargebacks, independently addressing and resolving issues.
11. Analyzed, prepared and issued chargeback notices for payment to prevent third-party collection agency involvement.
12. Processed tax exempt certificates, coupons and vendor credit inquiries.
13. Prepared and mailed invoices to customers, processed payments and documented account updates.
14. Closely managed monthly reconciliation schedules of all assigned accounts.
15. Reviewed accounts on monthly basis to assess aging and pursue collection of funds.
16. Increased customer satisfaction by [Number]% by filing taxes effectively and resolving issues promptly.
17. Monitored, verified and approved invoices and reviewed balances using financial software to assess balance sheet for variances.
18. Researched and resolved customer claims related to shortages, discount violations and returns.
19. Implemented new accounting processes to decrease spending and work flow downtime.
20. Tracked contracts, proposals and waivers to keep billing accurate and current.