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