**KEESEEKA SMITH**  
  
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**Objective**

To secure a responsible accounts receivable position with an established company.

**Profile Statement**

Self-motivated and technically skilled accounts receivable and Collections Manager/specialist   
with experience in managing over 1000 accounts and a staff of 23.  Excellent organizational and problem-solving skills ensures a streamlined and efficient billing system. Successful increase in collections of 100%. Proven ability to maintain precise records and proficient in a number of accounting applications. A hard worker with strong customer communication skills. Interfaced with GM utilizing GM Mainframe software, i.e. GPDS, E2, DACOR, GPS, MGO and WPCS.

Coordinated E2 W.O. Processing Activity.

Maintained up-to-date billing system and OEM customer files such as Magna, Chrysler, Ford, and GM.

Interfaced with Regional Account Executives and Government Account Executives to resolve payment issues and assist in process questions.

Ensured that information presented in VMS billing system correctly matches information reflected in the ERP billing system.

Created internal orders, budget analysis, cash forecasting (weekly and monthly).

Performed Supplier/Customer Audit during Chrysler bankruptcy process.

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**Technical Skills**

* AS400
* Business Objects
* Chrysler Mainframe
* CLS
* DACOR
* E2
* ERP
* GM Mainframe
* GPS
* HPCICS
* HPIMS
* J.D. Edwards
* Kronos
* MS Office Suite
* Oracle
* SAP
* Peachtree Accounting
* PeopleSoft
* QuickBooks,
* SAP (FI/CO)
* Share Point
* Yardi
* data entry and management
* knowledge of key accounting principles and procedures
* knowledge of Fair Credit Reporting Act and Fair Credit Billing Act

**Core Competencies**

* organizational and planning skills
* communication skills
* information gathering and management
* customer service
* problem-solving
* attention to detail
* stress tolerance

**Work Experience**

**Accounts Receivable Specialist**

**Valeo Automotive, Troy, MI (Contract)**

**April 2015 – April 2016**

* monitored and administer over 1000 customer accounts
* prepared customer's statements, bills and invoices
* researched and analyzed accounts
* generated weekly aging reports
* determined payment schedules with customers
* contacted delinquent customers to secure payment
* initiated collection efforts to successfully boost collections from 50% to 100%
* prepared accurate monthly billing adjustments
* investigated and resolve billing and account discrepancies
* managed and resolve customer inquiries
* compiled data and prepare monthly reports and statements
* Completed account reconciliations and process adjustments.
* Performed billing, payment allocation, collection and activity reporting following established

protocols, to tight deadlines.

* Maintained up-to-date billing system and OEM customer files such as Magna, Chrysler, Ford GM Etc.
* Monitored customer account details and identify and investigate non-payments, delayed payments and other irregularities Assisted in billing, collection, accounts receivable and accounting processes.
* Supported accounts receivable process and perform follow-up on delinquent accounts.

**Accounts Receivable /Accounts Payable Specialist (Contract)**

**Exova Automotive, Warren, MI**

**June 2013 - April 2015**

* prepared, printed and mailed statements
* followed up and allocated payments
* performed daily reconciliations
* resolved accounts receivable issues with customers
* obtained credit information on customers
* monitored credit limits
* Responsible for all Accounts Payable processes.
* Ensured input and timely payment of all vendor invoices.
* Responsible for weekly check run and positive pay transmission.
* Program Administrator for in house Accounts Payable Imaging System.
* Resolves collection and invoice discrepancy matters.
* Setup and Process of 1099 vendors and yearly reporting to Internal Revenue Service.
* Rectified escalated accounts payable issues from employees and vendors.
* Balanced batch summary reports for verification and approval.
* Verified details of transactions, including funds received and total account balances.
* Month-end reconciliation of SAP with Excel database for accuracy and then post month end accruals and close

**Accounts Receivable /Accounts Payable Specialist (Contract)**

**Philips Healthcare, Farmington Hills, MI**

**May 2010 – June 2013**

* Compiled data from vendor invoices and supporting documents to verify accuracy of billing data and ensured receipt of items ordered.
* Audited financial statements and records and ensured the compliance to GAAP and general

accuracy of financial records.

* Audited department and financial records for compliance to company mandated financial

procedures and policies.

* Assisted in billing, collection, accounts receivable and accounting processes.
* Supported accounts receivable process and perform follow-up on delinquent accounts.
* Reviewed client invoices to ensure accuracy and completeness.
* Worked with internal and external parties to achieve results.
* Compared invoices against purchase orders and shipping.
* Received documents to verify receipt of items ordered.
* Generated accurate and timely invoices.
* Navigated to complete timely and accurate reconciliations.
* Strong ability to gather data, compile information, and prepare reports.
* Monitored daily billing cycles and system billing queues on sales accounting systems to ensure timely billings.
* Ensured that information presented in VMS billing system correctly matches information reflected in the ERP billing system.
* Month-end reconciliation of SAP with Excel database for accuracy and then post month end accruals and close
* Responsible for all Accounts Payable processes.
* Ensured input and timely payment of all vendor invoices.
* Responsible for weekly check run and positive pay transmission.
* Program Administrator for in house Accounts Payable Imaging System.
* Resolves collection and invoice discrepancy matters.
* Setup and Process of 1099 vendors and yearly reporting to Internal Revenue Service.
* Assisted in Month End Closing and Year end close.
* Rectified escalated accounts payable issues from employees and vendors.
* Balanced batch summary reports for verification and approval.
* Verified details of transactions, including funds received and total account balances.

**Collections / Accounts Receivable Supervisor/Payroll**

**Shermeta, Adams and Von Allmen, Troy, MI**

**April 2007 – May 2010**

* Recruited, hired, and developed team members with the AR Manager; including but not limited to training, probationary and annual performance appraisals.
* Responded and resolved employee relations issues expressed by team members, created and maintained high quality work environment so team members we’re motivated to perform at their highest level.
* Ensured employees had appropriate training and other resources to perform their job.
* Completed other projects as assigned and needed.
* Ensured invoices are being posted in the system correctly, and we’re being mailed out to customers timely.
* Collected on 3rd party collections.
* Sent non-collectable accounts to legal, Skip traced, prepared and verified uncollectible accounts for suit.
* Maintained collection portfolio of over 1000 accounts.
* Thorough knowledge of credit and collection processes and procedures.
* Full knowledge of FDCPA Guidelines.
* Notified customers of delinquent status by verifying status, sending notification.
* Collected accounts by discussing situation with customer, obtaining payment; developing a solution.
* Thorough knowledge of as400, JD Edwards, sap and people soft.
* Maintained account payments by monitoring payments, posting payments, following-up to obtain payments and account reconciliation.
* Followed-up with responsible parties to ensure the receipt of timely, accurate payments.
* Referred accounts for legal action by forwarding account status and information.
* Documented collection actions by completing forms, reports, logs, and records.
* Paid employees by directing the production and issuance of paychecks or electronic transfers to bank accounts.
* Prepared reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.
* Determined payroll liabilities by approving the calculation of employee federal and state income and social security taxes, and employer's social security, unemployment, and workers compensation payments.
* Balanced the payroll accounts by resolving payroll discrepancies.

**Collections / Accounts Receivable Manager/Payroll**

**HSBC, Southfield, MI**

**May 1997 – April 2007**

* Assured timely collection of monies due to corporation.
* Assured timely and accurate invoicing.
* Managed a staff of 23
* Managed cash application making sure all cash receipts are applied properly.
* Monitored time and attendance through Kronos.
* Managed Payroll through Peoplesoft.
* Made recommendations to improve quality of invoicing and collection procedures.
* Weekly reporting of invoicing totals / aging totals / cash receipts / invoice adjustments.
* Collected on past due debt, credit cards, automotive, and foreclosures.
* Sent non-collectable accounts to legal.
* Full training of FDCPA Guidelines.
* Skip Traced, prepared and verified uncollectible accounts for suit.
* Surpassed collection goal every month, 200 outbound and inbound calls per day.
* Maintained collection portfolio of over 1000 accounts.
* Viewed credit reports and Skip Trace Experience in obtaining and interpreting Dun and Bradstreet reports and credit reference inquires.
* Thorough knowledge of credit and collection processes and procedures.
* Experience in BAAN systems, SAP, People Soft, and Kronos.
* Notified customers of delinquent status by verifying status, sending notification.
* Collected accounts by discussing situation with customer, obtaining payment, developing a solution.
* Maintained account payments by monitoring payments, account reconciliation.
* Posted payments and followed-up to obtain payments.
* Researched clients account receivable and payment history.
* Referred accounts for legal action by forwarding account status and information.
* Documented collection actions by completing forms, reports, logs, and records.
* Updated payroll records by reviewing and approving changes in exemptions, insurance coverage, savings deductions, and job titles, and department/ division transfers.
* Paid employees by directing the production and issuance of paychecks or electronic transfers to bank accounts.
* Prepared reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.
* Determined payroll liabilities by approving the calculation of employee federal and state income and social security taxes, and employer's social security, unemployment, and workers compensation payments.
* Balanced the payroll accounts by resolving payroll discrepancies.
* Provided payroll information by answering questions and requests.
* Maintained payroll guidelines by writing and updating policies and procedures.

**Education**

Oakland University College, Rochester, MI

Pursuing Degree in Accounting, Projected Graduation 2018

**References**

Available on request