



# Emma Lewis

## Accounts Receivable Assistant

### CONTACT INFORMATION



(123) 456-7890



email@example.com



Seattle, WA

### EDUCATION

#### Bachelor of Science, Accounting

University of Washington, Seattle, WA  
December 2015

### KEY SKILLS

- Accounts receivable management (100+ clients)
- Payment collection and aging report analysis
- Invoice generation and client billing
- Account reconciliation and discrepancy resolution
- Billing dispute resolution and client communication
- Financial reporting and monthly statement preparation
- QuickBooks and billing software proficiency
- Cash application and payment posting
- Collections follow-up and payment plan coordination

### ABOUT ME

Results-focused accounts receivable assistant with 7 years of experience managing client billing, payment collections, and account reconciliations. Proficient in reducing outstanding balances through proactive follow-up strategies, generating accurate client statements, and resolving billing disputes efficiently. Skilled in handling high invoice volumes with precision and maintaining client relationships while enforcing payment terms across large account portfolios.

### PROFESSIONAL EXPERIENCE

#### Accounts Receivable Assistant | March 2018 - Present

Brightview Enterprises, Seattle, WA

- Managed accounts receivable for 100+ clients, ensuring payments were collected within 30-day terms and maintaining a days sales outstanding (DSO) below industry benchmark
- Reduced outstanding balances by 20% over 12 months through a proactive aging report review and follow-up system targeting accounts beyond 15-day threshold
- Generated monthly client statements and reconciled discrepancies for 100+ accounts, resolving all disputes within 5 business days of identification
- Processed and applied \$1.5 million in monthly cash receipts with 99.8% posting accuracy, supporting clean monthly close with zero unapplied cash carryovers
- Collaborated with 3 sales managers to resolve billing disputes affecting 15 client relationships annually, maintaining client retention through timely resolution
- Prepared weekly AR aging reports for the CFO, providing commentary on accounts over 30, 60, and 90 days to support collection strategy decisions

#### Billing Clerk | January 2016 - February 2018

Evergreen Systems, Seattle, WA

- Processed and issued 150+ invoices weekly, maintaining a 98% error-free rate across 2 years of continuous high-volume billing operations
- Assisted in creating detailed account summaries for the finance team's monthly close, contributing to a consistent 5-day close timeline
- Coordinated with 20+ clients to resolve billing disputes within 48-hour response standards, reducing dispute escalations by 15%

### CERTIFICATIONS

- Accounts Receivable Specialist Certification, IOFM | January 2018
- QuickBooks Certified User, Intuit | May 2017