**James K. Plummer**

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**Job Objective:**

Detail-oriented, experienced and highly motivated professional seeking the position of Accounts Receivable Clerk in 'ABC company' to use my vast knowledge and strong background for maintaining accurate records of financial operations, and timely payment collection.

**Summary of Skills:**

* In-depth knowledge of accounting principles, practices, and policies, including GAAP
* Extensive experience in handling payment collection, verifying and resolving differences in invoices, and entering account receivable details in computer system
* Expertise in bookkeeping, reviewing, and reconciling account statements, and managing monthly closures
* Ability to prioritize tasks, work in a fast paced environment, and manage stressful situations
* Proficiency in using accounting software, and computer applications like Word, Excel and Spreadsheets
* Ability to pay attention to details and work well with the team to complete tasks within deadline
* Strong organizational and communication skills

**Work Experience:**

Accounts Receivable Clerk

Integrus Holdings Pvt. Ltd., Los Angeles, CA

August 2015 – Present

* Ensuring that the invoices for 200+ retail clients are accurately generated at the start of the month, and mailing it to them for payment
* Managing all paperwork, including meeting records, agreement documents, and financial reports as required
* Communicating with internal department as well as sales team for queries related to billing before generating the monthly invoices
* Recording transactions, preparing statements, and making deposits
* Performing reconciliation of over payment accounts, and other sub-ledgers related to the accounts receivable department to draft accurate quarterly reports
* Collecting payments from clients, customers, and third party in form of checks, cash, card transactions, and net banking
* Reviewing accounts receivable ledger to pinpoint discrepancies in entries, and taking appropriate measures to correct them

Accounts Receivable Associate

Fulton Enterprises, Los Angeles, CA

January 2013 – July 2015

* Interacted with the sales and logistics department to resolve invoice discrepancies
* Collected vouches, verified daily totals, and prepared accurate reports
* Generated weekly, monthly, and quarterly financial statements for 100+ clients by detailing paid and unpaid invoices as well as other accounts receivable activities
* Posted customer transactions by reporting payment in different modes, including cash, check or credit card in to the accounting software to keep it updated
* Provided backup support to various teams in the accounting department, wrote periodic reports, and performed different administrative duties as required
* Maintained accounts receivables files and records by periodically upgrading the database system
* Worked with collection personnel and recovered bad debts to the tune of one-and-half million dollars

**Internship:**

Associate Staff Accountant

ZeniMax Corporation, Los Angeles, CA

September 2011 – December 2012

* Worked under the supervision of Accounts Receivable Specialist to review and reconcile accounts of nearly 150 clients
* Adhered to and maintained company's accounting policies, and procures to minimize financial risks
* Recorded every transaction's date, amount, processing fees, mode of payment, and applicable discount in the database
* Prepared accurate billing documents, and informed clients about the due date by sending timely reminders on mail
* Assisted the account team in preparing monthly financial reports, and assisted in monthly accounting closure
* Assisted in daily collection process by contacting customers through phone calls

**Education:**

* Associate Degree in Accounting   
  Golden Gate University, Los Angeles, CA   
  2011

**Reference:**

On request.