

**JESSE KENDALL**

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### **ACCOUNTS RECEIVABLE SPECIALIST**

*Billing Analysis, Financial Management, Organizational Accountability*

*General Ledger Management, Interpersonal Communication, Reconciliation*

Self-motivated and highly knowledgeable accounts receivable specialist experienced in tracking and auditing incoming funds. Manage the general ledger, prepare monthly A/R reports, and coordinate activities with the Treasurer to provide performance data to the Board of Directors. Reconcile petty cash, credit card transactions, and cash payments. Ensure availability of funds and conduct projections for budgeting purposes. Work collaboratively with vendors and employ exceptional client management skills.

### **PROFESSIONAL EXPERIENCE**

**ABC SWIMMING, Cincinnati, OH (20xx – Present)**

**Accounts Receivable Clerk**

Manage accounts receivable for 400+ accounts for this year-round competitive swim team with 800+ swimmers and 30 coaches training at six locations throughout Virginia, Maryland, and the Washington, DC, metro area. Utilize QuickBooks to make general ledgers entries; process credit card payments, and balance A/R against online payments on a bi-monthly basis. Enter and code bank deposits and distribution checks. Conduct swim meet financial reconciliation and prepare projections for budgeting purposes.

- Streamlined all team billing and registration functions to facilitate accountability, reliability, and accuracy of information.
- Recommended and supervised the implementation of an online billing and registration system, which automated previous manual and paper-driven tasks; substantially improved registration reliability, and automated the collection and billing process.
- Successfully boosted collections from 80% to over 99%.
- Spearheaded the expansion of the team into new pool locations. Expertly managed new registrations, accounts, and incoming inquiries.
- Instituted a flat fee registration to simplify the billing process.
- Implemented an e-mail program to facilitate effective communication with the team members and families.

### **BCD Automotive, Cincinnati, OH (20xx – 20xx)**

#### **Account Receivable Clerk**

Executed cash sales reconciliation, processed checks, created interstate deposits, reported on customer deliverables, and posted vehicle account receivable funds. Managed part refund checks, collaborated with check

collection agencies to collect on returned checks, replenished petty cash, assisted with warranty cancellations, recorded vehicle stock, processed fund packages, and performed filling.

- Controlled monthly reporting; transferred month-end books to tape and printed financial statements.
- Settled warranty accounts and analyzed accounts receivable reports.
- Prepared, filed, and paid sales tax returns, sales tax prepays, tire tax forms, luxury tax, and quarterly returns.

### **EDUCATION & TRAINING**

Bachelor of Science in Accounting, Minor in Public Administration, ABC UNIVERSITY, Cincinnati, OH, 20xx

### **TECHNICAL SKILLS**

QuickBooks, Hy-Tek Business Manager, Hy-Tek Team Manager, Thriva Management System, MS Office