



# Jessica Lang

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LinkedIn | Portfolio

A results-driven AR specialist with five years of experience, specializing in cash flow management, account reconciliations, and financial analysis. A strong history of spearheading process improvement efforts to enhance financial reporting, reduce outstanding balances, and maximize profitability.

## Professional Experience

- |                            |   |  |
|----------------------------|---|--|
| October 2021 - Present     | <b>Accounts Receivable Specialist</b>   | <i>Clearview Finance Solutions, Austin, TX</i> |
|                            | <ul style="list-style-type: none"><li>Oversee 24 client accounts with monthly revenues ranging from \$80,000 to \$350,000, including payment processing, invoicing, and AR</li><li>Spearhead initiatives to streamline the billing system, reduce overdue balances by 28%, and improve cashflow by \$290,000 per year</li><li>Resolve client disputes and discrepancies and collaborate cross-functionally with sales and accounting teams to enhance the accuracy of financial reporting</li></ul> |  |
| August 2019 - October 2021 | <b>Junior Accounts Receivable Specialist</b>  | <i>Gateway Accounting Group, Dallas, TX</i>    |
|                            | <ul style="list-style-type: none"><li>Prepared monthly invoices for over 20 accounts valued at up to \$130,000, reconciled monthly financial reports, and resolved account discrepancies with exceptional accuracy</li><li>Communicated with clients to resolve past due balances, recovering \$90,000 in outstanding payments over a two-year period</li></ul>   |  |

## Education

**Bachelor of Business Administration (B.B.A.) Finance | 2019**  
University of Texas at Austin

## Key Skills

|                        |   |                                |   |
|------------------------|---|--------------------------------|---|
| Account reconciliation | <div style="width: 100%; height: 10px; background-color: #4CAF50;"></div> | Billing and invoicing          | <div style="width: 100%; height: 10px; background-color: #4CAF50;"></div> |
| Cash flow optimization | <div style="width: 80%; height: 10px; background-color: #4CAF50;"></div>  | Client relationship management | <div style="width: 85%; height: 10px; background-color: #4CAF50;"></div>  |
| Financial reporting    | <div style="width: 70%; height: 10px; background-color: #4CAF50;"></div>  | Process improvement            | <div style="width: 60%; height: 10px; background-color: #4CAF50;"></div>  |
| Regulatory compliance  | <div style="width: 40%; height: 10px; background-color: #4CAF50;"></div>  |                                |   |

## Certifications

- Certified Accounts Receivable Specialist (CARS) | National Association of Accounts Receivable Professionals | October 2020
- Certified Financial Operations Professional (CFOP) | Institute of Financial Operations | June 2019