



DANIEL FOSTER

Phoenix, AZ
daniel.foster@email.com
(123) 456-7890

Accounts receivable specialist with expertise in billing and collections

AR specialist with eight years of experience managing customer invoicing, payment processing, and collections. Skilled in resolving outstanding balances, improving cash flow, and ensuring accurate financial reporting. Adept at collaborating with internal teams and clients to maintain strong relationships and reduce overdue accounts.

Professional Experience

- **Accounts Receivable Specialist** *Desert Financial Services, Phoenix, AZ | August 2018 - Present*
 - Process and monitor invoices for over 300 clients, ensuring 98% on-time payments through proactive follow-ups
 - Reduced outstanding receivables by 25% by implementing a structured collection strategy and enhancing client communication
 - Collaborate with finance teams to reconcile accounts and resolve payment discrepancies, improving reporting accuracy
- **Billing Coordinator** *Southwest Logistics, Phoenix, AZ | June 2016 - August 2018*
 - Managed invoicing for high-volume accounts, ensuring timely and accurate billing for corporate clients
 - Assisted in tracking overdue payments and negotiating payment plans, reducing bad debt by 15%
 - Prepared financial reports on AR aging to support decision-making for senior management

Education

- **Bachelor of Science (B.S.) Finance** *Arizona State University, Tempe, AZ | 2016*

Key Skills

- Customer invoicing and billing
- Collections and payment processing
- Account reconciliations
- Cash flow management
- Credit risk assessment
- Financial reporting and compliance

Certifications

- Certified Receivables Specialist (CRS) – Credit Research Foundation | 2016