

# Jessica Lang

## Accounts Receivable Specialist

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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

### Accounts Receivable Specialist

*Clearview Finance Solutions, Austin, TX*

- Oversee 24 client accounts with monthly revenues ranging from \$80,000 to \$350,000, including payment processing, invoicing, and AR
- Spearhead initiatives to streamline the billing system, reduce overdue balances by 28%, and improve cashflow by \$290,000 per year
- Resolve client disputes and discrepancies and collaborate cross-functionally with sales and accounting teams to enhance the accuracy of financial reporting

August 2019  
- October 2021

### Junior Accounts Receivable Specialist

*Gateway Accounting Group, Dallas, TX*

- Prepared monthly invoices for over 20 accounts valued at up to \$130,000, reconciled monthly financial reports, and resolved account discrepancies with exceptional accuracy
- Communicated with clients to resolve past due balances, recovering \$90,000 in outstanding payments over a two-year period

## Education

### Bachelor of Business Administration (B.B.A.) Finance | 2019

University of Texas at Austin

## Key Skills

Account reconciliation



Cash flow optimization



Financial reporting



Regulatory compliance



Billing and invoicing



Client relationship management



Process improvement



## 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