**[Accounts Receivable Credit Card](https://www.postjobfree.com/resume/adzlr0/accounts-receivable-credit-frederick-md)**

**Location:**Frederick, MD

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**Resume:**

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PROFESSIONAL SUMMARY

To obtain a challenging position where I can help others within an office that supports increased responsibility, personal growth and professional achievement. I exhibit excellence in multi-tasking and problem solving, with the ability to handle adversity in a fast-paced work environment.

Exhibits strong communication skills, customer service and analytical abilities.

Insures proper and complete account revenue recognition

Excellence in review, calculation and recording of entries for various transactions.

Detailed journal entries, posting of accruals, job cost expenditures, and reconciling general ledger accounts.

BusinessWorks, Oracle 11i Order Management, Oracle 12, Microsoft Office Suite, Sage Timberline, ADP, JDE.

Proficient typist 70-80 wpm.

PROFESSIONAL HIGHLIGHTS

Strategic in recouping a revenue loss of $2M in unpaid invoices for my employer. In doing so, I reached out to our customer, a very large telecommunications company, and assisted them in locating hundreds of invoices (via submissions through their portal or email/hard copies) that were lost in their system due to an internal restructuring.

WORK EXPERIENCE

Accounts Payable Specialist/Asst. Branch Administrator Oct 2021-July 2023

Ruppert Landscape, MD

Performed all daily functions associated with A/P including entering and verification of invoices, posting cash receipts, credit memos, etc.

Verified daily invoice data contained correct details to match the customer’s PO.

Submitted invoices to customers daily via email, USPS or through a specialized online platform.

Processed all daily credit card payments on a dedicated system and posted cash receipts.

Processed cash receipts entry in the accounting system for all on-line order credit card payments.

Assists in maintaining an up-to-date cash ledger to reconcile the G/L daily.

Processed and emailed Daily Hours Report to Area Field Managers/Field Managers.

Ran payroll for 63 employees and sent to Payroll for processing.

Completed on-boarding paperwork for new hires, I-9, E-Verify, Direct Deposits, Health Insurance.

Exhibited the utmost professionalism in dealing with personal HR matters and exercised extreme confidentiality.

Processed/reconciled Credit card statements and branch checkbook monthly.

Helped plan/execute branch company functions for management staff and crew.

Accounts Receivable/ HR Assistant/Accounting June 2021-Oct 2021

Kelly Services, PA

Performs all daily functions associated with A/R and A/P including entering and verification of invoices, posting cash receipts, credit memos, etc.

Verifies that daily invoice data contains correct details to match the customer’s PO.

Verifies all customer invoices have the correct sales & use tax charged and confirms exemption certificates are on file if listed as exempt.

Submits invoices to customers daily via email, USPS or through a specialized online platform.

Processes all daily credit card payments on a dedicated system and posts cash receipts.

Processes cash receipts entry in the caccounting system for all on-line order credit card payments.

Assists in maintaining an up-to-date cash ledger to reconcile the G/L daily.

Assists in collection calls/emails for past due invoices.

Responsible for posting online banking transactions and daily customer ACH payments.

Assists in tracking bi-monthly timesheets for hourly staff.

Responsible for complete overhaul of personnel filing system for all active and terminated employees.

Administrative/ HR Assistant/ Accounting April 2020-June 2021

Spherion Staffing Agency, Frederick, MD

Supporting the HR department with scanning of confidential personnel information ranging from salary reviews, increases, medical testing records, resumes, job descriptions, etc.

Creation of spreadsheets to document all paid invoices for fire damage insurance claims.

Preparation of confidential correspondence and reporting to corporate leadership team relative to revenue.

Answering of company phones and routing calls to the appropriate individual.

Ordering of office supplies and overseeing maintenance of company copiers.

Handling and resolution of client inquiries regarding the status of orders, and corrections to existing orders where discrepancies are noted.

Accounts Receivable Invoicing Administrator Oct 2018 – Dec 2019

Canam Steel Corporation, Point of Rocks, MD

Reviewed project budgets, customer information, sales tax, and product codes for accuracy.

Prepared and generated various schedules and special reports and participated in special projects relating to the activities of the unit.

Supported and/or participated in the organization’s Continuous Improvement Program

Performed other job duties as assigned by Supervisor.

Worked closely with project managers to identify and verify information on a project when there was project over or under runs in weight and or hours.

Accounts Receivable Specialist 2 May 2012 – Oct 2018

Ciena Corporation, Hanover, MD

Responsible for heavy daily invoicing to customers based on customer purchase orders, billing and contract milestones, utilizing Oracle Order Management System.

Responsible for complex billing structures and explanation of billings to customers via e-mail and heavy telephone communication to insure customer retention.

Assisted in Monthly/Quarterly Financial Close to meet departmental deadlines.

Responsible for direct contact with customers to resolve invoice/billing issues exercising compassion and commitment.

Assisted Collections teams as needed to ensure the ability to collect payments.

Maintained calendars in Microsoft Outlook to ensure proper scheduling of weekly meetings and conference room scheduling.

Prepared confidential correspondence and reports.

Proofread/created heavy volume of correspondence for accuracy, and created memorandums.

Administrative Assistant March 2011 – May 2012

Foulger-Pratt Contracting Rockville, MD

Provided administrative support to the President and Director.

Created Board Meeting books for all board members in support of the monthly Board Meetings.

Heavy scheduling of meetings/appointments to daily/monthly calendars.

Reserved conference rooms for meetings and set up of all necessary equipment including

(projection units, etc., often requiring use of laptops). Responsibilities also

included the ordering of any breakfast/lunches required as well as all refreshments.

Created subcontracts, master subcontracts and other as requested.

Created/submitted cash and credit card expense statements as required for President and Office Manager.

Responsible for complex travel plans including itineraries, auto rental and hotel accommodations for the President and executive staff when required.

Provided heavy support to the Summer Intern Program for 2011.