

# Rae Kneebone

Accounts Receivable Clerk

## Profile

I have over 1 year of experience as an accounts receivable clerk. I am responsible for managing the accounts receivable process from start to finish. This includes creating invoices, issuing payments, and reconciling account balances. I have a strong attention to detail and take pride in ensuring accuracy in all aspects of my work. I am efficient and organized, with excellent time management skills that allow me to prioritize tasks and meet deadlines. I am a team player but can also work independently when necessary.

## Employment History

### Accounts Receivable Clerk at Liberty Mutual, MA

Jun 2022 - Present

- A/R Clerk increased efficiency by implementing a new filing system which decreased the time spent looking for documents by 15%.
- A/R Clerk reduced outstanding receivables by 10% through consistent follow-up with customers.
- A/R Clerk processed an average of 200 invoices per week, totaling \$100,000 in sales.
- A/R Clerk resolved billing discrepancies on 50 invoices per week.
- A/R clerk maintained accuracy rate of 97% when entering data into accounting software.

### Accounts Receivable Clerk II at State Street Corporation, MA

Aug 2021 - Apr 2022

- Streamlined the invoicing process, resulting in a 15% decrease in outstanding receivables.
- Negotiated payment terms with key clients, leading to a 10% increase in timely payments.
- Developed an efficient system for tracking and following up on past-due invoices, reducing delinquencies by 20%.
- Led training sessions for new Accounts Receivable Clerks on best practices and department procedures.
- Created weekly reports detailing accounts receivable status and aging analysis for management review.

## Certificates

### Accounts Receivable Certification

Aug 2020

### Accounts Receivable Specialist Certificate

May 2019

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📍 1234 Elm Street, Boston, MA 10001

## Education

### High School Diploma at Boston Latin School, Boston, MA

Aug 2017 - May 2021

Some skills I've learned are time management, organization, and study skills.

## Links

[linkedin.com/in/raekneebone](https://www.linkedin.com/in/raekneebone)

## Skills

Accounts receivable

Accounts payable

QuickBooks

Microsoft Excel

Microsoft Word

Customer service

10-key

## Languages

English

Arabic

## Hobbies

Organizing

Crafting

Baking