



MICHAEL ANDERSON

Senior Billing Accountant

San Francisco, CA • (555) 234-5678 • michael.anderson@email.com • www.michaelanderson.com

SUMMARY

Accomplished billing accountant with extensive experience in financial reporting and invoicing processes. Expertise in managing complex accounts and ensuring compliance with regulatory standards. Demonstrated proficiency in utilizing advanced accounting software to streamline operations and enhance accuracy. Possesses a comprehensive understanding of financial principles and practices, with a focus on optimizing cash flow and maximizing revenue.

WORK EXPERIENCE

Senior Billing Accountant Global Finance Corp

Jan 2023 - Present

- Managed invoicing processes for over 500 clients, ensuring timely and accurate billing.
- Utilized SAP and Oracle for financial reporting and reconciliation tasks.
- Collaborated with sales teams to resolve billing disputes and enhance customer satisfaction.
- Implemented a new billing system that decreased processing time by 30%.
- Conducted monthly audits to ensure compliance with internal and external regulations.
- Trained junior accountants on billing procedures and best practices.

Billing Accountant Tech Solutions LLC

Jan 2020 - Dec 2022

- Processed high-volume billing transactions while maintaining meticulous records.
 - Developed financial reports for management to track revenue trends and forecasts.
 - Assisted in the preparation of annual budgets and financial plans.
 - Streamlined the invoice approval process, reducing turnaround time by 25%.
 - Engaged in regular communication with clients to address billing inquiries.
 - Monitored account balances and identified overdue accounts for collection efforts.
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EDUCATION

Bachelor of Science in Accounting, University of Finance

Sep 2019 - Oct 2020

ADDITIONAL INFORMATION

- **Technical Skills:** Financial Reporting, Invoicing, SAP, Oracle, Data Analysis, Compliance
- **Awards/Activities:** Recognized as Employee of the Month for exceptional accuracy in billing.
- **Awards/Activities:** Reduced billing errors by 20% through the implementation of quality control measures.
- **Awards/Activities:** Led a project that improved cash flow by 15% within the first year.
- **Languages:** English, Spanish, French