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SKILLS

- Financial Reporting
- Account Management
- Compliance
- Accounting Software
- Audits
- Customer Service

EDUCATION

**ASSOCIATE DEGREE IN ACCOUNTING,
COMMUNITY COLLEGE**

LANGUAGE

- English
- Spanish
- German

ACHIEVEMENTS

- Reduced billing errors by 15% through process improvements.
- Recognized for exemplary customer service in billing inquiries.
- Achieved timely completion of monthly financial reports consistently.

Michael Anderson

BILLING ACCOUNTANT

Detail-oriented billing accountant with a solid foundation in financial reporting and account management. Proven ability to manage billing cycles efficiently while ensuring compliance with financial regulations. Adept at utilizing accounting software to maintain accurate financial records and generate reports. Strong organizational skills facilitate the management of multiple tasks and deadlines. Committed to delivering high-quality service and fostering positive relationships with clients.

EXPERIENCE

BILLING ACCOUNTANT

Construction Services Group

2016 - Present

- Managed billing processes for construction projects, ensuring timely invoicing.
- Collaborated with project managers to verify billing accuracy.
- Utilized accounting software to track project costs and revenue.
- Conducted regular audits to ensure compliance with industry standards.
- Developed financial reports for project stakeholders.
- Assisted in the resolution of billing disputes with clients.

ACCOUNTS RECEIVABLE CLERK

Manufacturing Solutions Inc.

2014 - 2016

- Processed customer payments and maintained accurate records of accounts.
- Generated invoices and followed up on overdue accounts.
- Assisted in the preparation of monthly financial statements.
- Communicated with clients to resolve payment issues.
- Tracked accounts receivable aging reports for management.
- Participated in the development of billing procedures.