



# MICHAEL ANDERSON

## LEAD INVOICING ANALYST

### CONTACT

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### SKILLS

- financial analysis
- invoicing reconciliation
- quality assurance
- data analysis
- client management
- process optimization

### LANGUAGES

- English
- Spanish
- French

### EDUCATION

**MASTER OF BUSINESS  
ADMINISTRATION, FINANCE, CITY  
UNIVERSITY**

### ACHIEVEMENTS

- Achieved a 98% accuracy rate in invoicing through process enhancements.
- Recognized as 'Top Performer' for outstanding contributions to invoicing operations.
- Successfully reduced invoicing cycle time by 20% through process automation.

### PROFILE

Accomplished Invoicing Specialist with a robust background in financial analysis and invoicing reconciliation across diverse sectors. Expertise in utilizing cutting-edge financial technologies to enhance invoicing accuracy and efficiency. Recognized for exceptional attention to detail and a methodical approach to managing complex invoicing tasks. Proven ability to foster strong relationships with clients and internal stakeholders, ensuring clarity and transparency in all financial transactions.

### EXPERIENCE

#### LEAD INVOICING ANALYST

##### Innovative Financial Services

*2016 - Present*

- Directed invoicing operations for multiple business units, ensuring alignment with corporate financial strategies.
- Enhanced invoice accuracy by implementing a rigorous quality assurance process.
- Analyzed financial data to identify trends and recommend process improvements.
- Coordinated with IT to upgrade invoicing software, resulting in a 40% efficiency gain.
- Managed client communications regarding billing inquiries and disputes.
- Prepared detailed reports for senior management on invoicing performance metrics.

#### INVOICING SPECIALIST

##### Retail Solutions Ltd.

*2014 - 2016*

- Executed daily invoicing activities, ensuring compliance with industry standards.
- Maintained accurate records of all transactions and adjustments.
- Collaborated with the sales team to ensure timely and accurate billing.
- Utilized advanced Excel functions to streamline invoice generation.
- Assisted in the development of training materials for new invoicing staff.
- Participated in monthly audits to ensure adherence to financial policies.