



MICHAEL ANDERSON

Invoicing and Accounts Receivable Specialist

Dedicated Invoicing Specialist with a strong foundation in the manufacturing industry, specializing in invoicing processes related to product sales and distribution. Demonstrates a thorough understanding of supply chain management and its impact on invoicing accuracy. Proficient in utilizing enterprise resource planning (ERP) systems to manage invoicing workflows efficiently. Known for outstanding attention to detail and the ability to work collaboratively with production and sales teams.

CONTACT

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- San Francisco, CA

EDUCATION

Bachelor of Science in Business Management

Technical University
2016-2020

SKILLS

- invoicing processes
- accounts receivable
- ERP systems
- supply chain management
- financial reporting
- problem-solving

LANGUAGES

- English
- Spanish
- French

WORK EXPERIENCE

Invoicing and Accounts Receivable Specialist

2020-2023

Manufacturing Solutions Inc.

- Managed invoicing processes for product sales, ensuring accuracy and compliance.
- Collaborated with production teams to align invoicing with inventory management.
- Utilized ERP systems to track and manage invoicing workflows.
- Resolved discrepancies in billing and payments efficiently.
- Maintained detailed records of accounts receivable.
- Assisted in the preparation of financial reports for management review.

Invoicing Clerk

2019-2020

Production Co.

- Executed daily invoicing tasks, ensuring compliance with company policies.
- Maintained accurate records of product sales and invoices.
- Collaborated with sales teams to ensure timely invoicing.
- Utilized financial software to streamline invoicing processes.
- Addressed client inquiries regarding billing and invoicing issues.
- Participated in regular audits to ensure accuracy in financial reporting.

ACHIEVEMENTS

- Successfully reduced invoicing errors by 20% through process improvements.
- Awarded 'Employee of the Month' for outstanding performance in invoicing.
- Implemented a new invoicing system that increased efficiency by 15%.