

**Devin Parry**  
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## Profile

Knowledgeable Senior Accounts Receivable Specialist with 11+ years' experience leading AR teams in a fast-paced department. Expert knowledge of Microsoft Office software and specialist accountancy programs, including Xero and Sage Business Cloud. Results-driven and dedicated work ethic with the ability to work efficiently and precisely under acute time pressure.

## Professional Experience

### **Senior Accounts Receivable Specialist, ARAG North America, Des Moines, IA**

*February 2014 - Present*

- Perform accounts audits to check that they are correctly set up with the appropriate premium application
- Oversee accounts receivable files and prepare 5500 forms
- Investigate and reconcile account irregularities and discrepancies and make recommendations to prevent a recurrence
- Liaise with clients regularly to obtain necessary documentation and files and resolve instances of underpayment
- Mentor new starters and provide training on accounts receivable principles, processes, and policies

### **Accounts Receivable Clerk, Lutheran Services in Iowa, Des Moines, IA**

*July 2009 - February 2014*

- Completed data entry tasks and sales journals quickly and accurately
- Prepared for and assisted with external financial audits
- Generated client invoices for medical services and facilitated insurance claims
- Reviewed and improved the company's accounts receivable processes to improve billing efficiency by 35%

## Education

### **Bachelor of Science in Business Administration**

*College of Business and Public Administration, Drake University, Des Moines, IA, September 2005 - June 2009*

## Key Skills

- Articulate written and verbal communicator
- Excellent mathematical ability
- Detail-oriented
- Outstanding time-management, prioritization, and multi-tasking skills
- Data entry
- Comprehensive knowledge of advanced Excel functions

## Certifications

- IOFM Accounts Receivable Certification