

Skyler Thompson

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A Billing Specialist with 10+ years of experience, specializing in accounts receivable (AR), billing operations, payment processing, and team management. A strong history of coordinating cross-functionally with various departments to resolve billing discrepancies and aging AR.

Key Skills

- Billing Automation
- Cross-Functional Collaboration
- Accounting
- Data Analysis
- Accounts Receivable (AR)

Professional Experience

Billing Specialist

IT Management Pros., Seattle, WA | May 2016 – Present

- Coordinate cross-functionally with various departments to evaluate billing procedures, customer invoices, billing adjustments, and account reconciliations for payments valued at \$50K-\$200K for an IT services provider
- Interface with client billing teams and management to address concerns, conduct adjustments, and identify payment solutions for past due accounts
- Analyze and track 450 invoices per month and develop an automated billing process to eliminate manual data entry and save over 20 work hours per week

Billing Specialist

Seattle Tech Services Co., Seattle, WA | May 2011 – May 2016

- Created, analyzed, and delivered invoices for technology services across 30+ client accounts, processed \$100K in monthly payments, and ensured billing accuracy
- Interfaced with customer accounts to review charges, resolved discrepancies, and created structured payment plans to reduce past due accounts by 20%

Education

Bachelor of Science (B.S.) Accounting

University of Washington, Seattle, WA | September 2007 - May 2011