

## **BERTHA JONES**

An experienced professional with demonstrated success in collections and Accounts Receivable.

- Microsoft Office
- Adobe Acrobat
- Sage Pro
- Quick Books
- MAS 90

### **Professional Experience**

Lott Marketing, Inc. 2005 – Present

Manager of Accounts Receivable and Collections

Set up and Manage customer accounts

Invoice, Post receivables and collection for Accounts Receivable

Implement process to improve cash flow and reduce receivables

Maintain A/R, Set goals and meet quotas for collections

Reporting of quantitative and qualitative accounts irregularities

Monthly disbursement of Statement of Account to Manufactures

Working knowledge of Manufacture Blacksmith Programs

Reconcile Accounts Receivable for month end close

Personalized Research of corporate accounts

Miscellaneous & creative invoicing from Expense Reports for Bill backs

Collections Specialist