



RAHEEM RICHARDSON

Highly skilled accounts receivable clerk with a solid educational background in accounting and finance and over four years of experience in top accounting firms like Deloitte and PwC. Proven track record in processing high volumes of incoming payments, reconciling accounts receivable ledgers, and managing customer communications effectively. Holds certifications as a Certified Bookkeeper (CB), Certified Accounts Receivable Specialist (CARS), and Certified Public Accountant (CPA), demonstrating proficiency in accounting software, knowledge of basic accounting principles, and robust data entry skills.

KEY SKILLS



- Account reconciliation
- Data entry and analysis
- Payment processing

EDUCATION



Bachelor of Science in Accounting

University of Pennsylvania, Philadelphia, PA

Bachelor of Business Administration with a concentration in Finance

University of Texas, Austin, TX

Associate of Applied Science in Accounting

De Anza College, Cupertino, CA

PROFESSIONAL EXPERIENCE



Senior Accounts Receivable Clerk | Deloitte, Philadelphia, PA
June 2017 to present

- Processed an average of 500 incoming payments per month, ensuring accurate application to customer accounts and maintaining a 99% accuracy rate
- Reconciled the accounts receivable ledger every week, identifying and resolving discrepancies promptly to ensure all payments were accounted for
- Managed customer communication effectively, resolving disputes and answering queries about invoices, leading to a 20% reduction in overdue payments

Accounts Receivable Clerk | PricewaterhouseCoopers (PwC), Austin, TX
January 2017 to May 2017

- Handled an average of 300 incoming payments per month, applying them correctly to the appropriate customer accounts
- Assisted in the reconciliation of the accounts receivable ledger, ensuring all payments were posted correctly and accounted for
- Communicated with customers regarding their invoices and payment issues, contributing to a 15% decrease in payment disputes

PROFESSIONAL DEVELOPMENT



- Certified Accounts Receivable Specialist (CARS), The Accounts Receivable Network
- Certified Bookkeeper (CB), American Institute of Professional Bookkeepers
- Certified Public Accountant (CPA), American Institute of Certified Public Accountants