

Norean Walquist

Accounts Receivable Clerk

Profile

Dedicated Accounts Receivable Clerk with 1 year of experience in accurately managing invoicing, payment processing, and financial reporting. Proficient in accounting software and committed to maintaining up-to-date records to ensure timely collection of payments. Demonstrates strong organizational and communication skills, contributing to a collaborative and efficient work environment.

Employment History

Accounts Receivable Clerk at Texas Energy Solutions, TX

May 2023 - Present

- Successfully reduced outstanding accounts receivable by 30% within six months, resulting in a significant improvement in cash flow for Texas Energy Solutions.
- Implemented a new invoicing system that increased efficiency and accuracy, reducing invoice errors by 20% and decreasing processing time by 25%.
- Spearheaded a customer communications initiative that improved client relationships and increased on-time payments by 15%, contributing to the overall financial stability of the company.

Accounts Receivable Assistant at Rodeo Dental & Orthodontics, TX

Aug 2022 - Apr 2023

- Successfully reduced the average days sales outstanding (DSO) from 45 days to 30 days, resulting in a 33% improvement in cash flow for Rodeo Dental & Orthodontics, TX.
- Streamlined the invoicing process and implemented an automated billing system, increasing efficiency by 25% and reducing manual errors by 15%.
- Achieved a 98% accuracy rate in reconciling monthly accounts receivables, ensuring timely payments and reduced discrepancies in financial records.
- Assisted in the recovery of over \$50,000 in overdue payments within a year by identifying delinquent accounts and implementing effective follow-up strategies.

Education

Associate of Applied Science in Accounting at Lone Star College, Houston, TX

Aug 2018 - May 2022

Relevant Coursework: Financial Accounting, Managerial Accounting, Taxation, Auditing, Cost Accounting, Accounting Information Systems, Business Law, and Financial Management.

Certificates

Certified Accounts Receivable Specialist (CARS)

Feb 2022

Details

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Links

[linkedin.com/in/noreanwalquist](https://www.linkedin.com/in/noreanwalquist)

Skills

QuickBooks proficiency

Excel mastery

Data entry accuracy

Invoicing expertise

Collections management

Reconciliation abilities

Financial reporting

Languages

English

Dutch

Hobbies

Scrapbooking

Gardening

Playing a musical instrument