


# Jaquelyne Skiera

## Accounts Receivable Supervisor

Results-driven Accounts Receivable Supervisor with 5 years of experience in managing and streamlining accounts receivable processes. Expertise in credit management, collections, and dispute resolution. Proven track record of reducing outstanding receivables, improving cash flow, and enhancing internal controls. Strong leadership skills with a dedication to team development and fostering collaborative working relationships.

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### Education

#### Bachelor of Science in Accounting at University of Florida, Gainesville, FL

Aug 2013 - May 2018

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

### Links

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

### Skills

QuickBooks



Excel



Invoicing



Reconciliation



Collections



NetSuite



Forecasting



### Employment History

#### Accounts Receivable Supervisor at Florida Power & Light Company, FL

Apr 2023 - Present

- Successfully reduced outstanding accounts receivable by 30% within the first year, resulting in a decrease of \$2 million in uncollected revenue, through implementing new collection strategies and improving communication with clients.
- Streamlined the invoicing process, leading to a 25% reduction in billing errors and a 15% increase in on-time payments, by working closely with the billing department and implementing automated software solutions.
- Developed and implemented a comprehensive training program for new hires that increased employee retention by 20% and improved overall team performance, as measured by key performance indicators such as collection rates and days sales outstanding.

#### Accounts Receivable Specialist at , FL

Sep 2018 - Feb 2023

- Successfully reduced outstanding accounts receivable balances by 30% within a six-month period by implementing new collection strategies, streamlining communication processes, and diligently following up on overdue invoices at a mid-sized company in Florida.
- Improved cash flow by 25% through the implementation of a new invoicing system and automation of payment reminders, resulting in an increase of on-time payments and a reduction in the average time to collect payments from 45 days to 30 days.
- Spearheaded a team project that identified and resolved over \$50,000 in billing discrepancies, leading to a 15% increase in revenue recovery and improving overall accuracy in billing processes.

### Certificates

#### Certified Accounts Receivable Specialist (CARS)

May 2022

#### Certified Credit and Collection Professional (CCCP)

Oct 2020

### Languages