

# Isabelle Estoque

Accounts Receivable  
Clerk

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## Details

[isabelle.estoque@gmail.com](mailto:isabelle.estoque@gmail.com)

(666) 775-6053

Concord, NH

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## Profile

I am a highly experienced Accounts Receivable Clerk with over 1 year of experience in managing collections of accounts receivable, maintaining accurate records and accounts, and preparing and submitting timely reports. I have a strong understanding of accounting principles and financial processes, as well as excellent organizational and communication skills. I am proficient in using accounting software such as QuickBooks, as well as Microsoft Word and Excel. I am dedicated to meeting deadlines and providing accurate financial information to ensure timely and effective financial transactions.

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## Employment History

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### Accounts Receivable Clerk at Accounting Solutions Group LLC, NH

Sep 2022 - Present

- Reduced Accounts Receivable aging by 45% at Accounting Solutions Group LLC, NH. By implementing a new invoicing system and improving customer communication processes, I was able to reduce the amount of overdue accounts from \$150K to just under \$80K in 6 months.
- Streamlined collections process for Accounting Solutions Group LLC, NH resulting in an increase of payments received within 30-days by 10%. Through regular follow up with customers on outstanding balances via phone calls and emails as well as introducing automated payment reminders through our software platform we were able to achieve this goal quickly & efficiently.
- Developed training programs for staff members responsible for billing operations at Accounting Solutions Group LLC, NH that increased accuracy rates from 65% when hired initially to 95%, reducing errors related write offs significantly over time . This included creating detailed step-by-step procedures along side providing hands on guidance during their onboarding period which enabled them become fully proficient faster than anticipated allowing us meet tight deadlines without compromising quality or service levels provided consistently across all departments involved..
- Supervised two junior Accountants while managing daily activities including reconciliations; invoice preparation/verification; cash application etc., ensuring timely completion of tasks throughout my tenure with accounting solutions group llc nh leading into successful closure every month end cycle meeting agreed upon SLA's (Service Level Agreements) established between client's needs versus departmental performance metrics tracked regularly against quantifiable results achieved quarter after quarter.

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### Accounts Receivable Associate at HCM Staffing Solutions, NH

Aug 2022 - Jul 2022

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