

Malachi Randall

Accounts Receivable Junior Accountant

📞 (217) 555-1234 ✉ malachi.randALL@email.com

🌐 linkedin.com/in/malachi-randALL 📍 123 Maple St, Springfield, IL 62704

STRENGTHS

- 📊 **Analytical Skills**
Transformed complex data into actionable insights for informed decision-making during financial planning.
- 👥 **Team Collaboration**
Joined forces with sales and support teams, turning challenging scenarios into learning opportunities that built trust.
- ⚙️ **Process Improvement**
Identified bottlenecks in reconciliations and successfully introduced methods that streamlined the entire process.
- ✅ **Attention to Detail**
Displayed a laser-focused approach, which helped rectify inconsistencies and foster smoother cash flow management.
- 💡 **Problem-Solving Abilities**
Resolved intricate financial discrepancies quickly and efficiently, experiencing heightened executive confidence.

SKILLS

<u>Accounts Receivable</u>	<u>GAAP</u>
<u>Financial Analysis</u>	<u>Excel</u>
<u>ERP Systems</u>	<u>Problem Solving</u>
<u>Communication</u>	
<u>Process Improvement</u>	
<u>Customer Deduction Management</u>	
<u>Account Reconciliation</u>	
<u>Cash Application</u>	
<u>Financial Reporting</u>	<u>Data Analysis</u>
<u>Time Management</u>	
<u>Deduction Research</u>	

SUMMARY

Detail-oriented junior accountant with 2 years of hands-on experience in accounts receivable and financial analysis. Hands-on management of cash applications and reconciliations in fast-paced business environments resulted in reduced processing times and error resolution. Strong analytical skills complemented by proficiency in Excel and ERP systems focus on GAAP compliance. A keen desire to streamline processes led to innovative improvements in operational efficiency and collaboration across teams. Fostered fruitful partnerships with clients and sales, ensuring a commitment to accuracy and effective communication, ultimately driving success in financial operations.

EXPERIENCE

Accounts Receivable Specialist

Accounting Solutions LLC 📅 June 2025 - Present 📍 Chicago, IL

Focused on enhancing daily accounts receivable operations, oversaw cash applications and reconciled sub-ledgers, ensuring accurate financial reporting. Collaborated closely with sales and customer service teams to resolve deductions, improving client satisfaction and operational efficiency. Conducted thorough monthly reconciliations as part of the month-end close process while creating detailed AR reports to support decision-making.

- Handled daily transactions, applied cash effectively, and ensured reconciliations aligned with company standards.
- Engaged with cross-functional teams to clear deductions, significantly enhancing the resolution process for clients.
- Led initiatives that generated insightful AR reports, directly aiding business financial planning efforts.
- Implemented new process improvements, cutting reconciliation times and optimizing workflows considerably.
- Utilized advanced Excel functions for data analysis, streamlining reporting and fostering better decision-making.
- Drove collaborative efforts to improve overall departmental communication and awareness of operational challenges.

AR Analyst

Financial Services Group Inc. 📅 January 2024 - May 2025 📍 Naperville, IL

Managed accounts receivable functions focusing on payment processing and cash allocation, assuring precise ledger maintenance and compliance with GAAP standards. Diligently researched discrepancies within customer accounts, implementing solutions that enhanced accuracy in financial reports and necessary accounting records. Worked on developing analytics tools that elevated insights into accounts receivable performance metrics.

- Ensured efficient management of customer payments, fortifying financial integrity through accurate ledger documentation.
- Proactively resolved account discrepancies, proactively working towards reducing unidentified deductions and complaints.
- Monitored adherence to GAAP protocols while educating the finance team about best practices and policy updates.
- Contributed actively to reporting strategy development, resulting in an improved visibility on AR key performance indicators.
- Facilitated liaison between internal departments and customers, expediting communications to swiftly settle issues.
- Participated in technology implementation projects that revamped AR workflow efficiency through software integration.

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



- Accounts Receivable Specialist at Accounting Solutions LLC (1.1 Years)
- AR Analyst at Financial Services Group Inc. (1.3 Years)

LEADERSHIP & AWARDS

- Dean's List, University of Illinois (2022)
- Outstanding Graduate in Accounting, University of Illinois (2024)

EDUCATION

Bachelor's Degree in Accounting
University of Illinois 🎓 GPA: 3.5 📅 2024 📍 Champaign, IL
Coursework: Financial Reporting, Managerial Accounting, Auditing, Taxation

CERTIFICATIONS

- Certified Accounts Receivable Professional (CARP) 📅 2025
- Certified Public Accountant (CPA) 📅 2026

TECHNICAL SKILLS

- **Accounting Software:** QuickBooks, SAP, Oracle
- **Reporting Tools:** Tableau, Power BI, Microsoft Excel
- **ERPs:** Sage, Microsoft Dynamics, NetSuite
- **Financial Compliance Standards:** GAAP, IFRS, Dodd-Frank
- **Data Analysis Tools:** SQL, R, Python
- **Collaboration Platforms:** Slack, Microsoft Teams, Zoom
- **Document Management Tools:** DocuSign, SharePoint, Adobe Acrobat
- **Documentation Frameworks:** COSO, COBIT, ISO 9001
- **Accounting Methodologies:** Accrual Basis, Cash Basis, Activity-Based Costing
- **Continuous Improvement Methodologies:** Lean, Six Sigma, Kaizen

PROFESSIONAL AFFILIATIONS

- Member, Accounting Club, University of Illinois (2022-2024)
- Volunteer, Financial Literacy Program for High School Students (2023)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST