

Senior Processing Clerk

ROBERT SMITH

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Objective

Seeking to obtain a permanent position within the accounting field where the education and experience will be further developed and utilized.

Skills

Microsoft, Adobe Photoshop, Customer Service, Excel.

Work Experience

Senior Processing Clerk

ABC Corporation - February 2004 - June 2005

- Kept record of payments made for child support.
- Recorded date payment was received, amount of the payment and the outgoing check number.
- Processed and mailed payment to the recipients of child support.
- Performed general intake case duties including receiving court papers and documents from the Department of Revenue and other parties.
- Docketed all complaints, judgments, orders, income assignments and actions taken by the Court on the hearing date.
- Copied, filed, retrieved and sorted court papers, documents and folders according to established procedures.
- Used computers and various types of software to produce a variety of reports.

PROCESSING CLERK

ABC Corporation - 1999 - 2004

- Create invoices for government billing Receive and distribute mail throughout the department Post payments to the Universitys general ledger account Receive payments and post payments to student accounts Process tuition bills/invoices.
- Maintains data entry requirements by following data program techniques and procedures.
- Verifies entered customer and account data by reviewing, correcting, deleting, or reentering data; combining data from both systems when account information is incomplete; purging files to eliminate duplication of data.
- Secures information by completing database backups.
- Maintains operations by following policies and procedures; reporting needed changes.
- Maintains customer confidence and protects operations by keeping the information confidential.
- Contributes to team effort by accomplishing related results as needed.

Education

Certificate in Biology of Science - August 2013(Alabama State University - Montgomery, AL)