



ALEXIA FOSTER

ACCOUNTS PAYABLE AND RECEIVABLE SPECIALIST

CONTACT

alexia.foster@email.com 

(123) 456-7890 

Bellevue, WA 

[LinkedIn](#) 

EDUCATION

Bachelor of Arts

Accounting

Pacific Northwest College of

Business

2010 - 2014

Seattle, WA

SKILLS

QuickBooks

SAP ERP

PayPal

YayPay

Zoho Invoice

HubSpot CRM

CAREER SUMMARY STATEMENT

Tech-savvy accounts payable and receivable expert experienced in streamlining processes and maintaining accurate accounting data. Proven track record in 360-degree accounts management to support sustainable business growth in a competitive workplace like BlueOrigin.

WORK EXPERIENCE

Accounts Payable and Receivable Specialist

Evergreen Financial Services

2020 - current / Bellevue, WA

- Accelerated debt collection rate on XayPay by 53%, achieving a perfect record for quarterly recoveries
- Reviewed performance for 11 clerks that led to a 56% improvement in billing, coding, and filing
- Instituted payment process changes on HubSpot, which secured \$23M in defaults
- Resolved invoice discrepancies that **saved \$3.1M in admin cost**

Accounts Payable and Receivable Assistant

Northwest Finance Group

2017 - 2020 / Redmond, WA

- Developed Zoho invoicing system, reducing month-end turnaround time by 31%
- Analyzed Tableau reports and streamlined payments that resulted in a 17% efficiency improvement in financial reporting
- Integrated new support services providers in the purchase process and cut down recurrent expenses by 23%
- Implemented a three-phase invoice verification process, which **shrank overpayments by 37%**

Accounting Clerk

Wilson & Co. Accounting Services

2014 - 2017 / Seattle, WA

- **Expedited check processing speed by 49%** through sharing approved documents on Open Text EDI
- Identified and resolved 74 payment errors, which boosted reporting accuracy to 99%
- Inducted 12 new hires on payable procedures and accelerated onboarding by 51%
- Reviewed expenses reports on QuickBooks, discovering 11 discrepancies that saved \$2.1M in misreporting