

Weston Leonard

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SUMMARY

Accounts receivable professional with three years of experience supporting payment processing, cash reconciliation, student accounts, and accurate financial records across education and service environments. Processes electronic, check, and in person payments, reviews **ACH batches**, prepares **bank deposits**, researches **unapplied payments**, and corrects posting discrepancies across Colleague and related systems. Completes monthly reconciliations, supports month end and **year end closing**, and organizes documentation for audit requests. Communicates clearly with students, account holders, finance colleagues, auditors, and departmental contacts by phone and email. Applies FERPA and PCI requirements when handling sensitive information. Microsoft Excel and Office Suite support practical analysis, dependable documentation, workflow improvements, and timely service across competing daily priorities.

EXPERIENCE

Accounts Receivable Coordinator January 2025 - Present
Riverbend Technical Institute *Davenport, Iowa*

- Owns daily receivable activity for student and departmental accounts, supporting payment posting, cash control, reconciliations, audit documentation, and student service across Colleague and related finance systems.
- Applied electronic, check, and in person payments across student and departmental accounts with complete documentation.
 - Reconciled designated **cash** activity and prepared daily bank deposits after balancing source records against system totals.
 - Reviewed ACH batches and electronic reports, tracing exceptions and correcting posting issues before monthly reconciliation.
 - Researched **unapplied payments** and account discrepancies in **Colleague**, documenting adjustments for accurate student balances.
 - Answered student account questions by phone and email, explaining payment history and **corrections** under **FERPA** requirements.
 - Completed monthly reconciliations and assembled audit and **year end support** using Excel comparisons across finance sources.

Accounting Assistant, Receivables October 2023 - December 2024
Midwest Service Cooperative *Bettendorf, Iowa*

- Supported receivable operations for a multi service organization through receipt processing, **cash reconciliation**, exception research, inquiry resolution, PCI aligned handling, and repeatable Excel analysis.
- Processed customer receipts and adjustments, matching remittance details with open balances and documented exceptions.
 - Counted daily cash receipts, prepared deposit documentation, and verified totals against accounting records for controlled handling.
 - Investigated duplicate postings, short payments, and unapplied cash using transaction histories and source documents.
 - Built Excel reconciliation workbooks combining payment reports and ledger extracts for repeatable mismatch research.
 - Responded to billing and payment inquiries with concise explanations and documented resolutions for accounting continuity.
 - Applied **PCI** aligned payment handling and proposed checklist updates for receipt review and deposit preparation.

PROJECTS

Student Account Reconciliation Workflow 📅 2025
Created a practical reconciliation workflow that compared Colleague records, payment reports, and source documentation, helping teams locate exceptions before monthly close.

Cash Deposit Control Review 📅 2024
Reviewed daily cash and deposit steps through an accounting lens, clarifying documentation points that supported accurate handoffs and consistent receipt handling.

LEADERSHIP & AWARDS

- Recognized by finance colleagues for dependable student account service and clear explanations during complex payment inquiries.
- Selected by accounting teammates as a trusted resource for reconciliation workbooks, exception research, and deposit documentation.
- Received positive departmental feedback for maintaining accurate records during month end and year end support.

EDUCATION

Associate of Applied Science in Accounting 2023
Eastern Iowa Community Colleges GPA: 3.5 *Davenport, Iowa*
Coursework: Financial accounting, payroll accounting, auditing, spreadsheet analysis

CERTIFICATIONS

- Microsoft Office Specialist: Excel Associate 📅 2024

- FERPA and PCI Compliance Training 📅 2024

TECHNICAL SKILLS

- **Accounting Systems:** Colleague, General ledger, Student accounts
- **Microsoft Office:** Microsoft Excel, Microsoft Word, Microsoft Office Suite
- **Payment Processing:** Electronic payments, Check receipts, In person payments
- **ACH Operations:** ACH batches, Electronic reports, Payment verification
- **Cash Management:** Cash counting, Cash reconciliation, Bank deposits
- **Account Reconciliation:** Monthly reconciliation, Transaction matching, Ledger comparison
- **Exception Research:** Unapplied payments, Posting errors, Payment discrepancies
- **Compliance Standards:** FERPA, PCI compliance, Institutional policies
- **Audit Support:** Audit requests, Transaction documentation, Supporting records
- **Closing Activities:** Month end close, Year end close, Deadline tracking
- **Customer Service:** Phone inquiries, Email inquiries, Student support
- **Data Analysis:** Multi system analysis, Excel workbooks, Source records

SKILLS

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|-----------------------|--------------------------|-----------------------|--------------------|
| • Accounts Receivable | • ACH Verification | • Posting Corrections | • PCI Compliance |
| • Student Accounts | • Bank Deposits | • Colleague | • Audit Support |
| • Payment Processing | • Account Reconciliation | • Microsoft Excel | • Customer Service |
| • Cash Reconciliation | • Unapplied Payments | • FERPA | |

PROFESSIONAL AFFILIATIONS

- Member, Institute of Management Accountants, with interest in practical receivable controls and continuing accounting growth.
- Participant, higher education finance peer discussions focused on student accounts, privacy, payment accuracy, and service.

LANGUAGES

- English (Native)
- Spanish (Beginner)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST