

Weston Leonard

Accounts Receivable Coordinator

📞 (563) 555-7314

✉️ weston.leonard@example.com

🌐 linkedin.com/example/westonleonard

📍 Davenport, IA 52803

STRENGTHS

- ✔️ **Payment accuracy**
Traced source records behind unapplied cash and posting errors, then documented corrections so account balances made sense.
- 🔒 **Cash control**
Balanced daily receipts before deposits moved forward. That pause became a dependable safeguard during busy office days.
- 👥 **Student service**
Explained balances and payment history by phone and email. Students received clear next steps, not accounting jargon.
- 🔍 **System analysis**
Compared Colleague, payment reports, and ledger extracts to find mismatches. Colleagues often sought help with difficult exceptions.
- ☰ **Reliable follow through**
Kept audit support, reconciliations, and corrections organized across competing deadlines, giving finance partners confidence in each handoff.

SKILLS

Accounts Receivable

Student Accounts

Payment Processing

Cash Reconciliation

ACH Verification Bank Deposits

Account Reconciliation

Unapplied Payments

Posting Corrections Colleague

Microsoft Excel FERPA

PCI Compliance Audit Support

Customer Service

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

Riverbend Technical Institute 📅 January 2025 - Present 📍 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

Midwest Service Cooperative 📅 October 2023 - December 2024 📍 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.

LANGUAGES

English	Native
Spanish	Beginner

MY CAREER



- Accounts Receivable Coordinator at Riverbend Technical Institute (1.8 Years)
- Accounting Assistant, Receivables at Midwest Service Cooperative (1.2 Years)

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

Eastern Iowa Community Colleges 🎓 GPA: 3.5 📅 2023 📍 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

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.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST