

Charlie Golden

Accounts Receivable Team Lead

📞 (319) 555-4728 ✉ charlie.golden@example.com

🌐 linkedin.com/example/charliegolden 📍 Cedar Rapids, IA 52401

STRENGTHS

👥 Team Guidance

A weekly review helped six accountants see priorities sooner, and staff gained a dependable place for system questions.

✅ Control Focus

System updates received careful case testing before release, helping finance leaders act on evidence rather than assumptions.

♥ Reporting Accuracy

GAAP schedules tied receivables to ledger balances, giving auditors and managers clearer support during annual reporting.

🔍 Customer Service

Account research turned disputed balances into documented answers, and departments received clearer payment explanations.

📅 Deadline Discipline

Close reviews kept aging issues visible each week, so unresolved items received attention before statutory deadlines.

SKILLS

<u>Accounts Receivable</u>	<u>GAAP</u>
<u>ACFR Support</u>	<u>Financial Reporting</u>
<u>Reconciliation</u>	
<u>Accounts Verification</u>	
<u>Internal Controls</u>	
<u>Accounting Systems</u>	
<u>System Testing</u>	
<u>Transaction Analysis</u>	
<u>Public Sector Accounting</u>	<u>Auditing</u>

SUMMARY

Accounts receivable and **public sector accounting** leader with seven years of progressive **fiscal experience** across receivables operations, transaction review, reconciliations, **financial reporting**, **internal controls**, and accounting system support. Prepares GAAP supporting schedules for ACFR reporting, verifies account activity, researches unusual transactions, and documents audit ready conclusions. Leads a six person accounting team through daily assignments, high risk adjustments, aging reviews, customer questions, and close deadlines. Coordinates system update testing by tracing cases to controls, recording evidence, and escalating defects that could affect accuracy or compliance. Works closely with finance leadership, accounting staff, departments, customers, auditors, and regulatory requirements. Brings practical coaching, precise analysis, and steady service to public sector financial operations.

EXPERIENCE

Accounts Receivable Supervisor

Riverbend Public Finance Services 📅 February 2023 - Present 📍 Cedar Rapids, IA

Lead **daily receivables operations** for a six person accounting team, supporting reconciliations, reporting, system testing, **customer service**, controls, and timely public sector financial processing.

- Led daily receivables assignments for six accountants, reviewing adjustments and aging exceptions before posting.
- Built weekly cash application reviews, giving finance leaders clearer close deadlines and unresolved item visibility.
- Prepared **GAAP** schedules for annual reporting, reconciling receivables with ledger balances and year end explanations.
- Coached staff through system procedures, transaction research, documentation standards, and difficult customer account questions.
- Coordinated billing **system testing**, tracing cases to controls and escalating defects affecting accuracy or compliance.
- Interpreted regulatory requirements with **finance** leadership, documenting conclusions for unusual transactions and timely resolution.

Senior Accountant, Receivables

Midland County Fiscal Operations 📅 June 2020 - January 2023 📍 Iowa City, IA

Managed public program receivables, annual reporting workpapers, system change testing, account research, compliance reviews, and aging analysis for county fiscal operations.

- Managed complex receivable **reconciliations**, correcting supported discrepancies before monthly close for public programs.
- Prepared GAAP workpapers for annual reporting, tying subsidiary records to ledger balances with traceable support.
- Reviewed peer transactions for completeness and policy compliance, improving documentation through specific feedback.
- Tested finance system changes for invoices, receipts, and adjustments, recording control evidence for release decisions.
- Resolved disputed balances through documented account research, restoring accurate payment applications for departments and customers.
- Summarized aging trends for managers, supporting **budgeting** discussions, planning decisions, and close cycle reviews.

Accountant

Hawthorne Regional Services 📅 October 2019 - May 2020 📍 Davenport, IA

Processed receivable transactions, reconciliations, schedules, audit support, system procedures, and account research while meeting close deadlines and supervisory standards.

Budgeting Excel

Team Leadership

LANGUAGES

English Native

Spanish Beginner

MY CAREER



Accounts Receivable Supervisor at Riverbend Public Finance Services (3.7 Years)

Senior Accountant, Receivables at Midland County Fiscal Operations (2.6 Years)

Accountant at Hawthorne Regional Services (7 Months)

- Processed receivable transactions, validating source documentation and coding before general ledger posting.
- Reviewed payment histories, identifying posting errors, duplicate activity, and unresolved credits for correction.
- Prepared month end schedules using GAAP concepts, organizing workpapers for supervisory review.
- Documented recurring system procedures, supporting consistent processing during staff coverage changes.
- Supported audit requests by retrieving records and tying samples to documented system activity.
- Resolved customer questions through accurate account research while meeting close deadlines and service expectations.

PROJECTS

Annual Reporting Schedule Program 📅 2024

Prepared recurring GAAP schedules, reconciled receivables with ledger balances, and organized explanations for annual public sector reporting. Clear support made review conversations easier for finance leaders and auditors.

Receivables System Control Testing 📅 2023

Coordinated test cases for billing and receivables updates, documented evidence, and escalated defects before release. Practical testing protected transaction accuracy and strengthened compliance decisions.

LEADERSHIP & AWARDS

- Selected to supervise a six person receivables team after consistent performance in public sector accounting.
- Recognized by finance leadership for audit ready annual schedules and clear year end documentation.
- Trusted as a peer resource for accounting system questions, unusual transactions, and reconciliation research.

EDUCATION

Bachelor's Degree in Business Administration, Accounting

University of Northern Iowa 🎓 GPA: 4.0 📅 2019 📍 Cedar Falls, IA

Coursework: Financial accounting, auditing, budgeting, economics

CERTIFICATIONS

- Governmental Accounting Foundations Certificate 📅 2022
- Bachelor's Degree in Business Administration, Accounting 📅 2019

TECHNICAL SKILLS

- **Receivables Operations:** Cash application, aging analysis, payment processing
- **Financial Reporting:** GAAP schedules, ACFR support, year end reporting
- **Reconciliation Tools:** Account reconciliation, ledger tie outs, balance research
- **Accounting Systems:** Billing systems, receivables systems, general ledger systems
- **System Testing:** Test cases, regression testing, release evidence
- **Internal Controls:** Control testing, evidence documentation, exception review
- **Public Sector Accounting:** Government accounting, statutory deadlines, fiscal operations
- **Audit Support:** Audit workpapers, sample tracing, supporting schedules
- **Spreadsheet Analysis:** Microsoft Excel, worksheet analysis, data review
- **Compliance Standards:** State regulations, federal regulations, regulatory interpretation
- **Team Leadership:** Assignment review, staff coaching, peer guidance
- **Customer Service:** Account research, dispute resolution, departmental support

PROFESSIONAL AFFILIATIONS

- Public sector finance professional focused on accurate receivables, dependable records, and responsible stewardship.
- Accounting team leader committed to practical coaching, responsive service, and sound regulatory documentation.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST