

# Danielle Okafor

Accounts Receivable Specialist

Atlanta, GA (404) 555-0172 [danielle.okafor@email.com](mailto:danielle.okafor@email.com)

[linkedin.com/in/danielleokafor](https://www.linkedin.com/in/danielleokafor)

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## SUMMARY

Accounts receivable specialist with 5 years of experience in invoicing, cash application and collections for B2B portfolios of up to 500 customers. Lowers DSO through steady follow-up, clean aging reports and fast account reconciliation, and uses clear communication skills with customer AP teams.

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## SKILLS

Accounts Receivable • Cash Application • Collections • Invoicing • Account Reconciliation • Aging Reports  
Excel • Outlook • Microsoft Office • Communication Skills

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## EXPERIENCE

### Accounts Receivable Specialist

01/2023 - Present

Peachtree Commercial Flooring

Atlanta, GA

*Commercial flooring contractor billing \$4M a month.*

- Manage a portfolio of **500** commercial accounts with \$4M in monthly billing.
- Complete cash application for 1,100 check, ACH and wire payments a month, matching 99% on the first pass.
- Lowered DSO from 52 to 41 days by calling past-due accounts weekly and setting payment plans.
- Build weekly aging reports in Excel for the controller and flag 90+ day balances for credit hold.

### Billing Clerk

06/2021 - 12/2022

Southern Crescent Medical Supply

Marietta, GA

*Medical equipment distributor serving clinics and hospitals.*

- Issued invoicing for 800 orders a month, matching each to shipping records before release.
- Completed account reconciliation on 60 key customer statements each quarter, resolving \$35K in short pays.
- Answered 40 customer billing disputes a month by phone and Outlook, keeping Microsoft Office logs for the credit team.
- Posted 1,500 customer payments a month to open invoices in the ERP and cleared unapplied cash weekly.

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## EDUCATION

### Bachelor of Business Administration

05/2021

Georgia State University

Atlanta, GA

Finance

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## CERTIFICATES

### Accounts Receivable Specialist (ARS)

Institute of Finance & Management

05/2024

### Credit Business Associate (CBA)

National Association of Credit Management

09/2022