




JESSICA CLAIRE

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10th Floor

SKILLS

- Advanced Excel Skills
- Great Plains
- Concur expense reporting tools
- Financial Reporting
- Audit Preparation
- Payroll Management
- SAP, including Business Analyzer, Vistex, and GLSU
- TM1
- Microsoft Word, PowerPoint, and Outlook
- SharePoint, SQL Reporting Services, Power BI

EDUCATION

North Carolina Wesleyan College
Raleigh, NC • 2008
Bachelor of Business Administration (BBA)

PROFESSIONAL SUMMARY

Focused Accounting professional with [Number] years of experience maintaining financial records and reviewing account activity. Proven track record of developing accurate spreadsheets and delivering organized reports with [Software]. Accomplished in taking on tasks within strict deadlines while prioritizing urgent needs. Dedicated [Industry] professional with history of meeting company goals utilizing consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand.

WORK HISTORY

Alliant - Accountant
Greenwich, CT • 12/2015 - Current

- Oversee all accounting responsibilities for Caravela North America
- Accounts payable, accounts receivable, expense reports, sales tracking
- General ledger entries, account maintenance and reconciliation
- Cash flow forecasts and recommend strategic avenues for revenue goals
- Payroll processing
- Manage employee benefits including 401k and health insurance
- Calculate monthly sales commissions
- Ensure all business licenses are renewed in compliance with multiple states
- Budgeting and assessment of performance against business goals
- Fixed asset reporting
- Complete monthly, quarterly, and annual account closing process
- Prepare financial statements
- Develop financial control parameters and improvements to current controls
- Audit preparation
- Intercompany coordination and communication
- Concur administrator overseeing
- Conduct staff training for new phones, budgeting, and expense reporting
- Maintain confidentiality with all financial and personnel records
- Directly supervise accounts payable staff
- Calculate and generate monthly commission invoices for suppliers

Charter Spectrum - Financial Coordinator
Morrisville, NC • 12/2009 - 12/2015

- Accounts payable, accounts receivable, expense reports, sales tracking
- Ensure all business licenses are renewed in compliance with multiple states
- General ledger entries, account maintenance and reconciliation
- Cash Flow Forecasts and recommend strategic avenues for revenue goals
- Budgeting and assessment of performance against business goals
- Develops forecasting models to assure achievements of revenues and gross profits
- Fixed asset reporting
- Complete monthly, quarterly and annual account closing process
- Prepare financial statements
- Analyze financial reports and prepare presentations by division and facility
- Participate in leadership meetings to discuss and address financial results
- Develop financial control parameters and improvements to current controls
- Audit preparation
- Interdepartmental and vendor coordination and communication
- Amex corporate card administrator using Concur
- Balance and maintain local marketing funds and entity grants
- Conduct staff training for new phones, budgeting, and expense reporting
- Maintain confidentiality with all financial and personnel records
- Directly supervise accounts payable staff
- Calculate and generate monthly commission invoices for suppliers
- Communicate with suppliers and provide financial information

Briggs Equipment, Inc. - Accounts Payable Clerk
San Antonio, TX • 10/2008 - 12/2009

- Manage accounts payable process
- Verify vendor invoices and expense reports from 100+ sales staff and executives
- Acquire approvals
- Code payments for entry based on corporate division, program and GL account
- Process AP and GL entries through SAP
- Prepare demand check runs
- Acquire Fixed Asset documentation and define/create accounting entries
- Establish, maintain and process American Express card program for s and executives
- Reconcile assigned balance sheet accounts and resolve outstanding items
- Interact with departments to monitor balance sheet reconciliations
- Ensure pricing and profitability is accurate on invoices
- Calculate timely and accurate charge-backs to vendors
- Complete sales tax returns
- Complete budget variance analysis
- Compile gross profit reconciliations
- Directly support internal and external audit activities, requests and questions

Sedgwick Claims Management Services, Inc. - Receptionist
Greenville, MI • 03/2008 - 10/2008

- Welcome visitors, determine nature of business, and direct visitors to suitable employee
- Answer incoming telephone calls; and operate multi-line telephone system
- Receive, sort, and route mail
- Monitor visitor access and issues passes
- Order, receive, and maintain office supplies
- Assist accounts payable with processing expense reports and vendor invoices
- Organize and digitize new employee handbook
- Complete filing for Human Resources and Finance
- Maintain conference line and meeting room schedules

AFFILIATIONS

Financial professional with 13 years of experience Accounts payable, accounts receivable, general ledger, cash flow Sales tax and multi-state licenses Budgeting, forecast models and measure performance Recommend strategic avenues for revenue goals Prepare financial statements and presentations Participate in leadership meetings Manage controls and audit preparation Staff supervision