

# JESSICA CLAIRE

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## PROFESSIONAL SUMMARY

Experienced Senior Accountant seeks to continue career at the Carter Township of Clinton as Assistant Director of Finance with the benefit of 8 years of governmental fund accounting and assistance with management of Township financial records.

## SKILLS

- Accounts payable
- Accounts receivable
- Interpersonal skills
- Financial reporting
- Fixed Assets
- Supervising
- Financial statement review
- Expertise in BS&A Software & Microsoft Office Products
- General ledger accounting
- Budget Analysis
- Account reconciliation processes
- Cash Flow analysis

## WORK HISTORY

### Accountant, 04/2012 - Current

#### Always Best Care – Hamden, CT

- Preparation of various audit workpapers to complete the annual audit process, including working closely with the external audit team.
- Reconcile and Prepare the Township's Annual Local Unit Fiscal Report to be filed with the state of Michigan (F-65).
- Assist the Director of Finance with the preparation of the Township's annual budget, including working directly with various department heads.
- Manage Township cell tower lease agreements and payments.
- Reconcile and prepare quarterly Public Housing and 41B District Court billing, communicating directly with each respective office.
- Reconcile and prepare quarterly traffic grant reporting, working with Police Lieutenants and Macomb County representative.
- Reconcile and post the Township's monthly 5/3 purchasing card transactions. Including maintaining the 5/3 site users, vendors, and general ledger account information.
- Reconcile and prepare annual DEA Equitable Sharing Program Annual Report.
- Maintain Street Lighting charges to process monthly billing and annual assessing data for lighting district calculations.
- Prepare monthly bank reconciliations.
- Prepare and post monthly CDBG payroll allocations.
- Reconcile and prepare monthly retiree insurance charges, including processing related invoices.
- Post monthly postage usage and weekly gas usage to the general ledger.
- Prepare annual Citizen's Guide and Community Dashboard posted on Township website working with various departments to gather data.
- Prepare continuing disclosure data related to bond issue.
- Compile data related to annual insurance renewal.
- Created and maintain cost tracking on Township cost sharing road projects, including correspondence with the Macomb County Department of Roads.
- Department coordinator for FOIA requests.
- Support processing of payroll and accounts payable.
- Administrator of BS&A software, working with various departments when problems arise.

### Staff Through Senior Accountant, 06/2001 - 04/2012

#### UHY, LLP F/k/a Follmer, Rudzewicz Advisors – City, STATE

- Provide services to middle market companies that include financial, business and strategic planning, benchmarking, tax planning, financial reporting, operational improvements, and other related services.
- Perform audits of retirement benefit plans such as 401(k) plans to ensure compliance with the Department of Labor requirements.
- Handle complex tasks and projects including leading engagements and supervising staff.
- Recognize complex technical issues, evaluate facts efficiently, and use strategic decision-making skills to assist management in solving problems.
- Supervised, trained and reviewed work of staff accountants.
- Ensured the successful completion of several engagements simultaneously within tight deadlines.
- Performed review of work papers to ensure all accounting and reporting issues were resolved.
- Served as primary contact for clients.
- Demonstrated effective communication and interpersonal skills by developing and maintaining client relationships.
- Received exceptional performance reviews in evaluations.

## EDUCATION

### Bachelor of Science: Accounting, 06/2001

#### Oakland University - Rochester, MI

## AFFILIATIONS

- Over 10 years of experience working in public accounting working in various industries including manufacturing, distribution, service and retail sales. American Institute of Certified Public Accountants
- Michigan Association of Certified Public Accountants

## CERTIFICATIONS

- Certified Public Accountant (CPA) March 2003 - December 2013
- Registered Public Accountant January 2014 - Present

## ADDITIONAL INFORMATION

- Volunteer teaching Catechism at St. Isidore Catholic Church
- Volunteered coordinating fund raising events for Football and Baseball organizations.
- Volunteer to coordinate back stage activities at dance studio events.