

# JESSICA CLAIRE

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## PROFESSIONAL SUMMARY

Detailed-oriented Accountant with 22 years of effectively maintaining accurate accounting information for large-scale financial organizations. History working as part of a financial team to manage diverse financial functions, tax management, and reporting. Works closely with executive management on complex accounting structures.

## SKILLS

- Account Reconciliation Processes
- Customer Relations
- MS Office Suite
- Partnership Accounting
- Accounts Payable and Receivable
- Accounting System Design
- Financial Statements
- General Ledger Accounting
- Fiscal Budgeting Knowledge
- Superior Attention to Detail
- Intuit QuickBooks
- Interviewing and Counseling
- Prepare Budgets
- GAAP Accounting Practices

## WORK HISTORY

### Accountant, 03/2022 - Current

#### Black & Veatch Corporation – New Castle, DE Chattanooga

- Gathered financial information, prepared documents, and closed books.
- Automated 20 million-a-year AP process
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating, and cash and banking reconciliations.
- Evaluated and improved accuracy and completeness of financial records.
- Converted Desktop QuickBooks to Quickbooks online to Set up to meet business needs and maximize operational success.
- Partnered with auditors on annual audits and realized compliance with governmental tax guidelines.
- Improved efficiency of data collection, analysis, and modeling to enhance practices and increase customer retention.
- Proactively researched technical tax issues related to consulting projects.

### Controller, 11/2014 - Current

#### Carelink – Dalton

- Managed budgets, assets, portfolios, accounts payable and receivable and general financial reporting procedures.
- Managed daily financial functions in collaboration with accounting and payroll personnel.
- Managed payroll data entry and processing for all 46 employees to comply with predetermined company guidelines.
- Prepared balance sheets, cash flow reports, and income statements.
- Supervised accurate, efficient, and compliant completion of monthly financial reporting packages.
- Accurately completed financial statement audits and thoroughly reviewed results.
- Provided treasury and cash management by overseeing the reconciliation of banking activity, credit card processing, and sales tax returns.
- Directed corporate decision-making and planning by monitoring and setting policies and procedures to optimize fiscal performance.
- Mitigated risk by implementing internal controls and safeguards for revenues and expenditures.
- Worked with 2 executives to create an annual budget and track actual expenses against projected expenses.
- Reviewed contracts financially impacting the company and counseled executive leaders on the impact contracts would have on company operations.

### Director of Finance, 04/2019 - 02/2022

#### Banfield Pet Hospital – Chattanooga, TN

- Developed accounting procedures to accommodate needs of company that doubled in size in 12 months.
- Hired and directed teams to achieve daily and long-term operations and business goals.
- Worked closely with organizational leadership strategically affect operational direction.
- Managed daily operations while overseeing staff of 5.
- Monitored office workflow and administrative processes to keep operations running smoothly.
- Delegated assignments based on plans, project needs, and knowledge of individual team members.
- Directed staff and managed annual capital budget.
- Focused teams on developing innovative and cutting-edge approaches with effective resource allocation and strategic planning.
- Made recommendations for changes in funding process and policies based on data and judgment.

### Owner, 03/2006 - 12/2018

#### Stewardship For Life – City, STATE Ringgold

- Managed day-to-day business operations.
- Consulted with customers to assess needs and propose optimal solutions.
- Trained and motivated employees to perform daily business functions.
- Enhanced operational efficiency and productivity by managing budgets, accounts and costs.
- Recruited, hired and trained initial personnel, working to establish key internal functions and outline scope of positions for new organization.
- Remained up-to-date on current trends and attended industry trade shows and markets to view and order inventory.
- Established, optimized and enforced business policies to maintain consistency and high-quality standards across industry operations.
- Founded and managed service business, growing revenue to \$200,000 in first year.
- Generated revenues yearly and effectively capitalized on industry growth.
- Reduced personnel turnover and promoted employee development by recruiting team-oriented candidates and implementing new training practices.

## EDUCATION

### Associate of Arts: Accounting, 09/2001

#### Chattanooga State - Chattanooga

- 3.9 GPA
- summa cum laude graduate