

JESSICA CLAIRE

100 Montgomery St. 10th Floor • (555) 432-1000 • resumesample@example.com

Professional Summary

Pro-active and results-focused accounting professional with over fifteen years experience in Finance. Solid research, analytical, and financial reporting skills with high attention to detail, possessing a strong work ethic and efficient organizational skills, able to meet deadlines. Work well independently or in a group setting. Team player with polished communication skills: verbal, written, interpersonal, and rapport building. Management and multi-currency experience.

Skills

- Accounting Policy and Control, Discrepancy Reconciliation
- QuickBooks, Peachtree, Traverse, NetSuite, Adobe
- Microsoft Office, Excel, Word, PowerPoint, Outlook
- PC & Mac platform, IBM AS/400, Microsoft Windows, Polycom, Skype, Zoom
- Cake Marketing, DirectTrack, Google docs, Box.net, Digsby
- Bookkeeping, Accounting, Data Analysis, Regulatory Compliance, Management & Development

Work History

Accountant, 09/2013 to 01/2021

Bell Partners, Inc. – Arden, NC

- Accounts Payable Manager; preparing and sending invoices, account coding, complete payment processing, scholarships, addressing inquiries, retaining and managing records in accordance with law.
- Payroll Manager; collecting employee timesheets monthly, verifying and inputting all applicable payroll data including but not limited to demographic information, pay rate, tax withholding, insurance premium deductions, salary changes, bonuses, etc. ensuring accuracy, preparing and submitting monthly employee payroll to outside vendor.
- Accounts Receivable Manager; handling subscriptions and sponsorships, receiving and posting payments, making deposits, handling AR aging reporting, data maintenance, collections, and processing claims.
- Recording and maintaining General Journal entries, completing bank account reconciliations monthly for 13 bank accounts, as well as maintaining sales, benefit, & financial charts, preparing financial reports.
- Monitoring compliance with all 1099 regulations, and other government regulations as applicable.
- Providing customer service related to invoicing in all aspects, handling accounting inquiries, and maintaining vendor & customer account information.

Revenue Manager, 06/2007 to 05/2013

Datarobot – Burlington, MA

- Instrumental role in achieving over 200% revenue growth, as well as company growth from 1 office with 12 employees to 3 international offices employing over 100 people
- Responsible for processing over 400 client invoices & billing in all aspects for over \$2million monthly
- Compiled monthly data analyses for 18 global Sales Reps using Excel pivot tables
- Responsible for hiring and managing international revenue team of three
- Created monthly revenue reporting tables for various lines of business: network, email/data, online properties, and list brokerage profitability using PowerPoint
- Handled domestic and foreign cash receipts, account and bank reconciliations, journal entries
- Opened communication between departments to achieve more effective reporting collaboration
- Created new procedures for more efficient processing between departments
- Assisted with Credit Control, Risk Management, Accounts Payable, and Operations
- Helped transition Finance Department to new accounting system software, NetSuite
- Responsible for managing petty cash
- Provided financial audits support

Accountant and Assistant GM, 01/2006 to 01/2007

At&T – Warrenville, IL

- Responsible for Accounts Receivable, Accounts Payable, bookkeeping in all aspects -handled funds, daily deposits, transactions, and record organization
- Handled Payroll and Human Resource duties - compiled payroll, scheduled and performed interviews of new employees, updated and maintained employee files
- IT duties - maintained Maitre'D software suite computer system for hospitality industry
- Performed basic office management duties, responsible for purchasing & inventory of certain supplies
- Assisted in Editing and Advertising - created and submitted ads for TV and newspaper
- Handled event marketing
- Organized regular manager meetings and task assignments

Senior Assistant, 01/2003 to 01/2006

Southern Maine Community College – City, STATE

- Accounting, Bookkeeping, scheduling and maintaining appointments

- Directed funds for Emergency Loans, Student Senate, and Phi Theta Kappa

- Performed regular fund analysis

- Handled leasing of properties on campus, as well as campus oil & gas contracts

- Office work including all basic duties: filing, collating, handling purchase orders, & misc.

- Served on Appeals Board, Campus Needs and Planning Committee, Strategic Planning Committee, Search Committee for Assistant Athletics Director

Education

Bachelor of Science: Accounting, 05/2022

Regis University - Denver, CO

Associate of Arts: Business Management, 05/2003

Eastern Maine Community College - Bangor, ME

Bachelor of Arts: Liberal Arts And General Studies, 05/2000

Lake Forest College - Lake Forest, IL

High School Diploma: 05/1998

Hermon High School - Hermon, ME