

Jessica Claire

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SUMMARY

- Motivated, experienced Accountant who effectively manages multiple projects, and possesses superior organizational and problem solving skills. A self-starter with a positive attitude and willingness to support company goals is seeking a challenging position.

SKILLS

- Billing and Collections
- Accounts Payable/ Receivable
- Human Resources/ Payroll
- General Ledger Maintenance
- Assists with Month End Close
- Accounting Software/ Microsoft Office
- Notary Commissioned
- Participates in yearly audits

EXPERIENCE

- GRANT ACCOUNTANT** 06/2013 to CURRENT
- Catholic Community Services Of | Bellingham, WA**
- Maintains General Ledger.
 - Assists with Month End Close.
 - Month End Reporting/ Invoicing of assigned grants.
 - Trains new employees on accounting principles and company procedures.
 - Creates periodic reports comparing budgeted costs to actual costs.
 - Weekly draw down cash from the State of Missouri utilizing the Financial Reporting System.
 - Facilitates Accounts Receivable, including billing and collections.
 - Processes Accounts Payable using Sage software.
 - Manages many budgets for several grants, awards and contracts.
 - Documents fiscal procedures and revises fiscal procedures as needed.
 - Forecasting for several programs and departments as requested.
- ACCOUNT CLERK** 09/2012 to 06/2013
- Geodis | Riverside, CA**
- Accounts Payable
 - Payroll
 - General Ledger Reconciliation
 - Accounts Receivable
- ADMINISTRATIVE ASSISTANT** 06/2006 to 06/2011
- Columbus McKinnon Corporation | Damascus, VA**
- Managed office supplies, vendors, organization and upkeep.
 - Cash management for various projects.
 - Managed school picture program.
 - Managed parking tag program.
 - Directed guests and routed deliveries and courier services.
 - Answered and managed incoming and outgoing calls while recording accurate messages.
 - Greeted numerous visitors, including VIPs, vendors and interview candidates.
 - Facilitated the changes to the student handbook each year.
 - Implemented the staff and student ID program.
- ACCOUNTING MANAGER** 05/2005 to 06/2006
- 24 Hour Fitness Worldwide, Inc. | Monrovia, CA**
- Processed and reconciled Accounts Payable.
 - Processed and reconciled Accounts Receivable including deposits.
 - Facilitated all Billing and Collections.
 - Maintained integrity of general ledger, including the chart of accounts.
 - Filed tax returns and prepared governmental reports in compliance with strict standards.
 - Generated financial statements and facilitated account closing procedures each month.
 - Analyzed and researched accounting issues to improve accounting operations procedures.
 - Performed cost analysis as needed.
- ADMINISTRATIVE ASSISTANT AND BILLING SPECIALIST** 01/1997 to 05/2004
- Reliable Disposal, Inc./IESI | City, STATE**
- Accurately performed billing for three departments.
 - Facilitated collections for all delinquent accounts.
 - Set up new accounts including credit requests.
 - Created account merge and billing process for IESI after acquiring several small companies, facilitating a smooth merge of all companies.
 - Performed complete payroll including payroll taxes.
 - Managed accounts payable and accounts receivable.
 - Reconciliation of vendor statements.
- EDUCATION AND TRAINING**
- Associate of Applied Science | Accounting**
St. Louis Community College, St. Louis, MO
Accounting
- Honors Project Completed in Financial Accounting**