

JESSICA CLAIRE

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PROFESSIONAL SUMMARY

Adept at managing budgets, payroll, invoicing and all other general accounting functions. Instrumental in keeping business operations fully compliant and working within budgetary guidelines. Fastidious in tracking all expenses and reconciling accounts. Emerging accounting professional ready to develop career foundation with expanding operation. Dedicated to keeping records accurate and controls tight to meet all business needs. Systematic and well-organized with strong attention to detail, mathematical acumen and GAAP knowledge. Accounts Receivable Manager with over 22.5 years of successful experience in billing and collections. Recognized consistently for performance excellence and contributions to success in financial industry. Strengths in Consistency and Accuracy backed by training in Accounting. Experienced problem solver with over 25 years of experience in customer service. Excellent reputation for resolving problems and improving customer satisfaction.

SKILLS

- Intuit QuickBooks specialist
- Account reconciliation specialist
- Tax Accounting Specialization
- SAP Expertise
- Invoice Coding Familiarity
- Excellent Managerial Techniques
- Closing Processes
- Administrative support
- Financial Management
- Account Reconciliation
- Finance
- Superior attention to detail
- QuickBooks expert

EDUCATION

Haskell Indian Nations University
Lawrence, KS

Associate of Science: Accounting

Southwestern Community College
Sylva, NC

Associate of Arts: Computer Engineering Technology

Southwestern Community College
Sylva, NC • 05/2022

Associate of Science: Accounting

Cherokee High School
Cherokee, NC • 06/1987

High School Diploma

- Elected Captain of cheerleading basketball
- Graduated in Top 3% of Class
- Elected to treasurer for Student Body in 1986 & 1987
- Member of mathematics honor society of north america

WORK HISTORY

Amphitheater Public Schools - Accountant

Tucson, AZ • 04/2020 - Current

- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and all types of cash and banking reconciliations.
- Supported monthly reporting analysis to achieve validation of internal reports and to reconcile production operations and general ledger.
- Monitored 26-employee team while handling day-to-day accounting processes and financial accuracy.
- Partnered with auditors on annual audits and realized compliance with governmental tax guidelines.
- Documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Evaluated and improved accuracy and completeness of financial records.
- Brought errors to near-zero in reporting, payroll administration and general bookkeeping.

Irving Oil Corp. - Administrative Assistant

South Portland, ME • 06/2013 - 02/2017

- Coordinated travel arrangements by booking airfare, hotel and ground transportation.
- Restocked supplies and placed purchase orders to maintain adequate stock levels.
- Supported logistics for programs, meetings and events, including room reservations, agenda preparation and calendar maintenance.
- Executed record filing system to improve document organization and management.
- Scheduled office meetings and client appointments for staff teams.
- Monitored premises, screened visitors, updated logs and issued passes to maintain security.
- Monitored supervisor's work calendar and scheduled appointments, meetings and travel.
- Organized weekly staff meetings and logged minutes for corporate records.
- Arranged rapid office equipment repair and maintenance with vendors.
- Sorted and distributed office mail and recorded incoming shipments for corporate records.
- Edited subcontractor proposals, project punch lists, transmittals and memorandums for organizational support.
- Coached new employees on administrative procedures, company policies and performance standards.
- Answered multi-line phone system, routing calls, delivering messages to staff and greeting visitors.
- Maintained staff directory and company policy handbook for human resources department.
- Interacted with vendors, contractors and professional services personnel to receive orders, direct activities and communicate instructions.
- Developed and updated spreadsheets and databases to track, analyze and report on performance and sales data.
- Supported efficient meetings by organizing spaces and materials, documenting discussions and distributing meeting notes.
- Processed invoices and expenses using QuickBooks to facilitate on-time payment.
- Coordinated bookkeeping activities in QuickBooks and Lawson, including invoicing and accounts payable.

Eastern Band Of Cherokee Indians-Finance Division - Senior Account Receivable Officer

City, STATE • 03/1995 - 06/2013

- Managed and responded to all correspondence and inquiries from customers and vendors.
- Used Gems to accurately manage over 5000 accounts worth \$200k to \$500k monthly.
- Checked income sheets documents for errors and accuracy while updating in cash receipts software.
- Maintained excellent financial standings by working closely with all tribal programs to process business transactions.
- Verified financial documents for water & sewer department to accurately analyze financial data.
- Applied mathematical abilities on daily basis to calculate and check figures in all areas of accounting systems.
- Entered figures using 10-key calculator to compute data quickly.
- Utilized Gems and Gems to analyze, store and record company financial information.
- Gathered, evaluated and summarized account data in detailed financial reports.
- Reset Gems for next days' use by sending detailed daily bank reports to Bookkeeper and closing finances for current day.
- Managed complex finance projects under direction of senior management to meet deadlines and budget limitations.
- Entered financial data into company accounting database for verification and reconciliation, maintaining accurate and current accounts at all times.
- Used Gems to perform accurate financial analysis and audits to mitigate financial risks.
- Reconciled accounts, managed audits and updated financial records with remarkable accuracy.
- Managed and updated financial accounts and permanent records for more than 10,000 current clients.
- Assessed data and information to verify entry, calculation and billing code accuracy.
- Reduced financial discrepancies, effectively reconciling bank accounts and organizing information into accounting software.
- Analyzed financial data derived from multiple reporting systems to develop recommendations for operational and performance improvements.
- Verified and submitted timekeeping information for accurate and efficient payroll processing.
- Streamlined bookkeeping procedures to increase efficiency and productivity.
- Generated invoices upon receipt of billing information and tracked collection progress.
- Completed bi-weekly payroll for company employees, including calculating taxes, vacation and sick time.
- Introduced new accounting, financial and operational systems to maximize efficiency and recordkeeping accuracy.
- Accurately and quickly prepared and delivered cash receipts, bank statements, including statements, deposits and ledgers.
- Input financial data and produced reports using Gems.
- Reviewed account data and activity to devise financial estimation reports and adjustments.
- Trained and supervised 6, accounts receivable employees on best practices and accurate financial forecasting.
- Assisted day staff by completing daily computer backups, virus checks and program updates.
- Effectively communicated with clients about payment needs and kept updated, detailed and accurate ledgers.
- Cross-trained management on financial processes and reduced project gaps by 85%.
- Verified deposits, rectified discrepancies and processed end-of-day paperwork using Gems with 99% accuracy.
- Supported management by processing invoices and documents with consistent on-time delivery.
- Reconciled company bank, credit card and line of credit accounts every month, investigating and resolving discrepancies to keep accounts audit-ready.
- Maintained 99% accuracy while processing \$10000.00 to \$1.2 million worth of 100 to 500 daily payments.