

JESSICA CLAIRE

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 Montgomery Street, San Francisco, CA 94105

SKILLS

- Payroll Management
- Monthly and Annual Journal Entries
- Account Reconciliation
- Judgement and Decision Making
- Microsoft Office
- Verbal and Written Communication
- Accounting Software Systems
- Tax Liabilities
- Tax Computation
- Intuit QuickBooks
- Accounting Terminology
- Financial Information Systems
- Tax Return Preparation

EDUCATION

- Strayer University
Washington, DC • 06/2007
Bachelor of Science: Accounting
- Northern Virginia Community College
Annandale, VA • 06/2000
Associate of Science: Accounting

PROFESSIONAL SUMMARY

Experienced Accountant proficient in laws and procedures governing business operations, tax filings and regulatory compliance. Handles detail-oriented work in methodical and organized fashion. Leverages field expertise, resourcefulness and diligence to make positive impact on business operations with 20+ years of managing accurate accounting information, tax return support, bookkeeping and corporate operations. Professional with keen eye for detail and high level of integrity. Works well in large teams in corporate environments.

WORK HISTORY

Teledyne Technologies - Accountant Sparks, MD • 10/2017 - Current

- Prepared and filed personal, Partnerships, S-Corps and C-Corp tax forms for commercial and individual clients.
- Drove client satisfaction by identifying maximum adjustments, deductions and credits.
- Reconciled accounts and reviewed all materials, including surplus, income, expense data, net worth and assets.
- Proactively researched technical tax issues related to consulting projects.
- Gathered important tax-related information, including taxable income, deductibles and allowance information.
- Managed entire accounting cycle including gathering information, preparing documents, finalizing reports and closing books.
- Conducted detailed technical and analytical review of federal/state corporate, partnership and S corporation tax returns, and quarterly estimates.
- Monitored 3-employee team while handling day-to-day accounting processes and financial accuracy.

Teledyne Technologies - Accountant Wilsonville, OR • 06/2013 - 10/2017

- Conducted detailed technical and analytical review of federal/state corporate, partnership and S corporation tax returns, and quarterly estimates.
- Followed up with customers to collect specific financial information and verify details for preparation of annual 1095 forms.
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and all types of cash and banking reconciliations.
- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Set up and improved accounting systems and processes to meet business needs and maximize effectiveness of operations.
- Helped clients navigate interactions with tax authorities and legal concerns related to financial matters.
- Prepared and filed personal, Partnerships, S-corp and C-corp tax forms for commercial and individual clients.

Bookkeeping & Beyond, LLC - Member/Manager City, STATE • 12/2010 - 06/2013

- Recommended specific products and services in alignment with individual needs, requirements and specifications.
- Maintained store equipment, including computers, printers and fax machines.
- Outsourced controllers for diverse small business clients while overseeing bookkeeping, payroll, tax, business management, operation management and financial management services.
- Approved Chart of Accounts and implemented payment authority practices and cash controls.
- Managed entire accounting cycle including gathering information, preparing documents, finalizing reports and closing books.
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and all types of cash and banking reconciliations.
- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Set up and improved accounting systems and processes to meet business needs and maximize effectiveness of operations.

Hansen, Staub & Associates - Accountant/Owner City, STATE • 11/2007 - 12/2010

- Enhanced operational efficiency and productivity by managing budgets, accounts and workload by hiring temporary staff during busy season.
- Managed day-to-day business operations, including accounting, finance, HR, marketing and public relations.
- Managed entire accounting cycle including gathering information, preparing documents, finalizing reports and closing books.
- Collected and arranged financial information and entered details into QuickBooks financial management system.
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and all types of cash and banking reconciliations.
- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Set up and improved accounting systems and processes to meet business needs and maximize effectiveness of operations.
- Helped clients navigate interactions with tax authorities and legal concerns related to financial matters.