

# JESSICA CLAIRE

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 100 Montgomery St. 10th Floor

## SKILLS

- Intuit QuickBooks specialist
- Account reconciliation specialist
- Tax Accounting Specialization
- Invoice Coding Familiarity
- Account Reconciliation Processes
- Advanced Bookkeeping Skills
- General Ledger Accounting Expertise
- Tax Law Understanding
- QuickBooks expert
- Cost Report

## EDUCATION

University of Maryland Global Campus  
Maryland • 08/2022

**Master of Science:** Accounting And Information Systems

University of The District of Columbia  
Washington, DC • 06/2016

**BBA:** Accounting And Business Management

## PROFESSIONAL SUMMARY

Organized Accountant with 10.5+ years of managing accurate accounting information, tax return support, bookkeeping and corporate operations. Astute financial professional with keen eye for detail and high level of integrity. Works well in large teams in corporate environments.

## WORK HISTORY

### Aar Corporation - ACCOUNTANT

Fayetteville, NC • 03/2018 - Current

- Report to management regarding finances of establishment.
- Establish tables of accounts and assign entries to proper accounts.
- Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting or other tax requirements.
- Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.
- Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
- Gathered financial information, prepared documents, and closed books.
- Created budgets and forecasts for management group to meet regular accounting deadlines.
- Reconciled accounts and reviewed expense data, net worth and assets.
- Brought errors to near-zero in reporting, payroll administration and general bookkeeping.
- Identified and investigated variances to financial plans and forecasts.
- Enhanced budget administration by reviewing reports, leveraging knowledge to strengthen controls and improve transparency.
- Improved efficiency of data collection, analysis and modeling to enhance practices and increase customer retention.
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and cash and banking reconciliations.
- Reviewed accounting structures and procedures on regular basis to identify areas in need of improvement.
- Documented cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Evaluated and improved accuracy and completeness of financial records.
- Conducted detailed technical and analytical review of federal/state corporate, partnership and S corporation tax returns, FAS 109 provisions, and quarterly estimates prepared by associates.
- Set up and improved accounting systems and processes to meet business needs and maximize operational success.
- Performed advanced reviews of business operational trends and expected obligations to prepare accurate forecasts.
- Helped clients navigate interactions with tax authorities and legal concerns related to financial matters.

### Hines - STAFF ACCOUNTANT

Deerfield, IL • 07/2017 - 03/2018

- Prepare itemized statements, bills, or invoices and record amounts due for items purchased or services rendered.
- Perform bookkeeping work, including posting data or keeping other records concerning costs of goods or services.
- Resolve discrepancies in accounting records.
- Keep records of invoices and support documents.
- Review compiled data on operating costs and revenues to set rates.
- Verify accuracy of billing data and revise any errors.
- Answer mail or telephone inquiries regarding rates, routing, or procedures.
- Estimate market value of products or services.
- Performed testing of audit areas for fixed assets and accounts payable

### Hines - STAFF ACCOUNTANT

Edina, MN • 04/2016 - 07/2017

- Verify accuracy of billing data and revise any errors.
- Operate typing, adding, calculating, or billing machines.
- Prepare itemized statements, bills, or invoices and record amounts due for items purchased or services rendered.
- Review documents such as purchase orders, sales tickets, charge slips, or hospital records to compute fees or charges due.
- Perform bookkeeping work, including posting data or keeping other records concerning costs of services.
- Keep records of invoices and support documents.
- Resolve discrepancies in accounting records.
- Contact customers to obtain or relay account information.
- Type billing documents, shipping labels, credit memorandums, or credit forms, using typewriters or computers.
- Answer mail or telephone inquiries regarding rates, routing, or procedures.
- Track accumulated hours and dollar amounts charged to each client job to calculate client fees for professional services, such as legal or accounting services.
- Review compiled data on operating costs and revenues to set rates.
- Performed testing of audit areas for fixed assets and accounts payable.

### Actua Corporation - Junior Staff Accountant

Tampa, FL • 12/2012 - 11/2015

- Managed complex finance projects under direction of senior management to meet deadlines and budget limitations.
- Increased efficiency, support and documentation of accounting processes by creating detailed schedules for journal entries.
- Performed testing of audit areas for fixed assets and accounts payable.
- Monitored indirect expenses and overall revenues to create documentation and allocation tables.
- Prepared allocation tables for indirect expenses and revenue items.
- Completed compliance audits, sustaining compliance with Federal Managers' Financial Integrity Act of 1982.
- Reduced liabilities by accurately managing tax statements, mailings, journal entries, payments and transfers.
- Helped clients navigate interactions with tax authorities and legal concerns related to financial matters.
- Followed up with customers to collect specific financial information and verify details for preparation of annual 1095 forms.
- Audited financial statements for multiple government agencies, conforming to Chief Financial Office Act of 1990.
- Prepared monthly and quarterly payroll taxes for high net worth clients.
- Achieved compliance with audit standards and objectives by monitoring and upgrading accounting practices.
- Analyzed business operations, costs and revenue in balance sheet to project future revenue and expenses