

# JESSICA CLAIRE

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## PROFESSIONAL SUMMARY

Accountant with more than 8 years accounting experience with profit making ,non for profit and non-governmental organizations (NGOs). Possess solid knowledge of GAAP, GASB and IFRS. Proficient in automated systems: such as QuickBooks, Sun system and Peachtree Accounting.

## CORE QUALIFICATIONS

- General Ledger Accounting
- Balance sheet account reconciliation
- Bank & Office Account reconciliation
- Financial data analysis
- Financial Statements & Audit Support
- Generate various reports
- Adjusting entries and periodic closing
- Review and monitoring of accounting event
- Financial Planning, Budgeting & Reporting
- Grants Management
- Contractual agreement and modification
- Donor reporting
- Monitor and manage sub-grantee
- Fund release for subs
- System improvement and recommendations
- External/Internal reporting
- Project closing Accounting Systems:
- Sage Accounting, QuickBooks, Sun system , Peachtree Accounting and Mo.s.t
- Presentation Software: Microsoft PowerPoint.
- Spreadsheets: Advanced Excel with pivot tables, Lookups, references and Consolidation.
- Database: Microsoft Access.
- Email: Outlook and Lotus note

## EXPERIENCE

02/2015

### Accountant

Saint Louis, MO

- Responsible for account coding accuracy Record, and reconcile Accounts Payables on a monthly basis Review and reconcile on-line corporate credit card transactions and documentation Actively participate in improvement of procedures and processes Review and report excess and obsolete inventory Prepare the invoices state and federal grant funders for reimbursable expenditures Prepare the invoices state and federal grant funders for reimbursable expenditures prepare 35 companies Bank reconciliation Accuracy of FIM tables (Financial Integration Module) Assist with preparation of budgets Provide status of financial condition by collecting, interpreting, and reporting financial data Prepare special reports by collecting, analyzing and summarizing Review all variances / exceptions, explain and resolve Responsible for assisting with weekly / monthly / yearly closing activity Responsible for Journal Entries and General Ledger analysis Prepare internal reports regarding production, capacity and efficiencies Accounts payable and accounts receivable functions as directed Credit Card reconciliation All department processes and procedures documented and the appropriate individual(s) trained and cross-trained as necessary.

01/2010 to 08/2014 **Delegated Finance and Admin Manager and Finance Officer**

Anova – Ethiopia

- Prepared standardize monthly, quarterly, biannual and annual finances and review overall financial reports and follow up financial status & Over viewed Organization Finance and Administration as a delegate.
- Documented the process by which NGOs are selected for awards and notify applicants and other stakeholders of awards granted where open solicitations are sought Identified and assisted grantees in developing work plans, monitoring progress, tracking expenses, preparing reports, and facilitating grantees' compliance with the terms of their agreements Conducted field visits to monitor grantees and provide on-site support with respect to financial grant management Collaborated with program staff to assist in developing and revising mechanisms for making payments and monitoring and reporting financial performance of sub-grantees Reviewed several grantee monthly financial reports, including invoices, budgets and up keeping databases Led a team through the entire process for sub grantees selection, from pre-award assessment to project closing Facilitated the processing of modification of sub-agreements, maintain and update grants & contract document Followed-up contribution and recording of identified cost share expenses with sub-grantees Contributed to the development of grants management manual, materials, and resources Controlling and processing of Account Receivable , payable and Reconciling of account Ensured adherence to the organization's global financial policy, domestic financial procedures and guidelines related to disbursement activities, general accounts and grants Engaged in maintaining monthly and annual fixed asset inventory registration Ensured document tracking- paid stamp and filling are done in tact Ensured that financial transactions are recorded as per the chart of accounts and with proper source documents Reviewed and ensure the accuracy and quality of financial statements prepared Managed grant projects and fund release from donors & control budget utilization Ensured that all financial documents and reports are well documented & safely placed Facilitated internal and external audits and led development of action plans based on audit recommendations and monitored progress Led, supervised, guided and supported staff members, including accountant, cashier and storekeeper Participated in proposal budgeting when new projects are initiated.

10/2008 to 12/2009 **Senior Accountant**

Expedia – Ethiopia

- Produced periodic financial reports for both internal (organization) and external use (donors & government) and interpret and analyze the reports and actual results against budgets and recommend program management team and budget holders Ensured that financial transactions are recorded as per chart of accounts & with proper source documents Reviewed and initiated approval for disbursements including contracts and sub contacts payment Managed grant projects and fund release from donors & control budget utilization Ensured that procurements are made per the organization procurement policy and Donor requirement Ensured that fixed assets registration and facilitated the annual inventory count Ensured bank reconciliation is made timely Reviewed payroll and ensure that government taxes are paid regularly and timely Controlled staff benefits like; insurance, medical, PF etc.

02/2007 to 09/2008 **Accountant**

Anova – Ethiopia

- Ensured that financial transactions are recorded as per the chart of accounts and with proper source documents Followed up annual budget/cash flow Controlled the timely disbursement and settlement of different expenses Ensured that procurements are made as per procurement protocols Prepared checks and initiate bank reconciliation Prepared payroll and prepared income and other government tax payment Controlled petty cash and availability of cash on hand for daily activity Record financial transactions per World Vision chart of accounts & document them Record grant projects financial activities; expense settlement & produce grant financial report Record fixed Assets per World Vision policies and facilitate annual inventory of project inventories Make ready financial documents for internal & external audit.

## EDUCATION

### MBA Degree: Business Administration

Foundation for Academic Excellence, Ethiopia Completed 29 credits Business Administration

### B.A: Accounting

Haramaya University

Accounting

## PROFESSIONAL AFFILIATIONS

## SKILLS

Academic, Account reconciliation, Accounting, accountant, Accounting Systems, Accounts payable, Accounts Payables, accounts receivable, Balance sheet, Bank reconciliation, benefits, Budgeting, budgets, budget, cash flow, cashier, closing, contracts, Credit, data analysis, databases, Database, documentation, Email, external audits, filling, Finance, Financial, Financial Planning, financial report, financial reports, Financial Statements, fixed Assets, General Ledger, General Ledger Accounting, government, Grants, Information Technology, insurance, inventory, Lotus, materials, Microsoft Access, Excel, Office, Outlook, Microsoft PowerPoint, payroll, Peachtree Accounting, pivot tables, policies, processes, procurement, program management, coding, progress, proposal, protocols, quality, QuickBooks, Reconciling, recording, reporting, requirement, Sage, Spreadsheets, Sun, tables, tax, taxes, Vision