

JESSICA CLAIRE

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OBJECTIVE

To obtain a challenging position in **ACCOUNTING** requiring a qualified accounting professional and valued team player with computer proficiency and a commitment to quality and accuracy.

ACCOMPLISHMENTS

- Prevented wire fraud
- Assisted with the implementation of Visa gift cards
- Saved the credit union \$36,000 per year on regulatory items
- Enhanced procedures to reflect a more effective way of processing
- Implemented ACH origination for the credit union
- Obtained associates degree in accounting
- Highly organized and detail oriented
- Strong analytical and problem solving skills

EXPERIENCE

Accountant, 10/2011 - Current

Andritz – Springfield, MA

- Assist in preparation of monthly financial reports
- Reconcile general ledger accounts on a daily basis
- Ensure balancing of each branch
- Post and reconcile incoming drafts and ACH files
- Send outgoing wires and post incoming wires
- Visa reporting and posting to general accounts
- Reconcile check register
- Ensure corporate accounts balance on a daily basis

Accountant I, 10/2009 - 10/2011

Freeport-Mcmoran Copper & Gold Inc. – Climax, CO

- Report directly to the Controller
- Reconcile the Federal Reserve account that carries a \$30m balance
- Supervise staff in the absence of the Controller
- Reconcile all corporate accounts for the credit union
- Assist in the preparation of monthly financial reports
- Maintain asset register
- Reconcile and post all visa credit card settlements
- Handle all adjustments from the Federal Reserve
- Ensure branches balance on a daily basis
- Prepare numerous general ledger reconciliations
- Reconcile and pay employee corporate credit cards
- Reimburse employee expenses
- Assist Controller with quarterly NCUA filings
- Train new employees

Accounting Specialist, 07/2002 - 10/2009

Atlas Copco Drilling Solutions – Lathrop, CA

- Reported directly to the CFO
- Handle all aspects of accounts payable
- Ensured all incoming and outgoing wires are processed correctly
- Posted all journal entries
- Prepared general ledger reconciliations ensuring accuracy
- Settled shared branch and online banking reports
- Trained new employees

ACH/Payroll Processor, 08/2001 - 07/2002

Glacier Bancorp – Logan, UT

- Imported and processed all incoming ACH files from the Federal Reserve
- Processed incoming payroll
- Reported negative accounts to Certegy
- Assisted the Accounting department when needed
- Imported and processed all on-us drafts from the Federal Reserve

Operations Support Specialist, 07/2000 - 08/2001

Synergy One Federal Credit Union – City, STATE

- Assisted the ACH/Payroll processor when needed
- Assisted the ATM Specialist when needed
- Assisted the Visa Check Card Representative when needed
- Processed ACH and payroll
- Settled and balanced ATM machines
- Opened new visa check cards
- Assisted members with ATM, Visa check cards, and ACH/Payroll issues
- Setup direct deposit for members

Special Processor, 04/1993 - 07/2000

Navy Federal Credit Union – City, STATE

- Processed incoming loan payoffs
- Processing incoming direct deposit
- Researched outstanding items
- Sort incoming mail

EDUCATION

Accounting, 2011

Strayer University - Manassas, VA

- Maintained a 3.4 grade point average