

# JESSICA CLAIRE

- ✉ resumesample@example.com
- ☎ (555) 432-1000
- 📍 100 Montgomery St. 10th Floor

## SKILLS

- Payroll liability and deductions
- A/P and A/R
- Data analysis and research
- Account reconciliation
- Business development
- Customer relations
- QuickBooks
- Accounting operations management
- Confidential document control
- Project management

## EDUCATION AND TRAINING

- Elk Grove High School  
Elk Grove, CA • 06/1990
- High School Diploma*
- Dean's List Honoree [Semester and Year]
- Solano Community College  
Fairfield, CA
- Psychology

## SUMMARY

Bookkeeper with strong technical proficiency and commitment to accuracy in financial data entry and financial record keeping. Experienced working in both accounting-focused and general office settings. Dedicated to conforming with internal policies and standards. Resourceful, meticulous accounting professional with experience in strategic problem-solving solving, customer relationship management and financial reconciliations. Team player with strong technical proficiency and commitment to accuracy in financial data entry and recordkeeping. Qualified Bookkeeper with [Number] years of office management and bookkeeping experience. Successful background helping businesses grow through improved organization and smart financial decisions.

## EXPERIENCE

David Hatanaka Farming/ Dave's Hay Barn (3 Locatio - Sole Bookkeeper  
City, STATE • 08/2010 - 02/2014

- Prepared accurate financial reports each month by collecting, analyzing and summarizing account information.
- Maintained full compliance when executing and tracking bank reconciliations, A/P, invoicing, billing and collections.
- Verified and posted account transactions to prepare checks and maintain accounting ledgers.
- Assessed requisitions each month to ensure accuracy and reconciled transactions.
- Reviewed transactions, issued checks and updated ledgers and budgets.
- Substantiated financial transactions by auditing documents and classifying receipts and expenditures and compiled and analyzed complex accounting and statistical information.
- Resolved balance errors using accounting software.
- Collaborated with accounting management to produce accurate and timely financial paperwork and reports for AP and AR, budget administration and year-end closing requirements.
- Managed accounting closings, accounts payable and financial reporting for multiple clients.
- Handled AP, ledger, reconciliation and statement requirements to maintain records accuracy, integrity and compliance.
- Performed bi-weekly payroll and coordinated record keeping.
- Organized and maintained chart of accounts, and updated monthly entries and adjustments of ADP payroll entries and monthly accruals.
- Processed invoices and checks, and maintained daily cash logs and deposits.
- Spearheaded special projects for emergency resolution to save time and manhours.
- Reviewed financial information in QuickBooks to mitigate annual audit risks.

A1 Paperwork Solutions Woodland - Head Agricultural Bookkeeper  
City, STATE • 07/2003 - 01/2014

- Prepared financial reports.
- Balanced general ledger by reconciling entries.
- Mastered bookkeeping software such as [Software Name] and [Software Name].
- Evaluated client needs and developed solutions to support business processes and improve financial efficiency.
- Collected and analyzed account information to reconcile financial discrepancies.
- Supported and led projects to streamline flow of information with business intelligence tools.
- Monitored accounts receivable and maintained aging report to identify overdue accounts.
- Created balance sheets, income statements and tax reports.
- Assessed estimated income, expenses and historical budgets to coordinate budget information.
- Reconciled bank and credit card accounts monthly.
- Maintained account books and accounting systems with accuracy by entering data precisely and proofreading.
- Followed detailed end-of-month accounting procedures to verify proper balancing of accounts and readiness for new month.
- Managed weekly inventory and supply tracking, noting items requiring reorder.
- Maintained accuracy when reviewing and reconciling general ledger.
- Prepared payroll reports and examined payroll register to detect errors and improve accounting accuracy.
- Prepared and mailed client invoices within expected timeframes to promote likelihood of on-time payments.

Leonard's Tot Shop - Operations Manager, Head Salesperson  
City, STATE • 04/1998 - 07/2004

- Sparked social conversations with customers to provide friendly atmosphere and smooth shopping experience.
- Placed orders and answered customer questions in-person, through email and over phone to maximize customer service.
- Directed day-to-day operations by spearheading implementation of short-term and long-term strategies to achieve business plan and profitability goals.
- Arranged merchandise for display to highlight new styles, attract customers and enhance sales.
- Maintained current store, product and promotional knowledge to drive consistent sales.
- Managed scheduling, training and inventory control.
- Implemented policies and standard operating procedures and managed quality, customer service and logistics.
- Delivered positive customer experiences by implementing effective quality assurance practices.
- Improved morale and management communication by creating employee recognition and rewards practices.
- Recruited, hired and trained crew members on application of projects, customer relations and customer service.
- Developed initiatives for process improvement and reviewed and assessed ongoing operations.