

JESSICA CLAIRE

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📍 100 Montgomery St. 10th
Floor

SKILLS

- Proactive and Self-Motivated
- Effective and Professional Communication
- Critical Thinking and Analysis
- Active Listening
- Precision and Accuracy
- GAAP Accounting Practices
- Journal Entry Preparation
- Microsoft suite
- Balance Sheets
- General Ledger Management
- Vendor Record Management
- Processing Checks and Invoices
- Financial Statements
- Business Operations and Forecasting Analysis
- Intuit QuickBooks
- Budget Forecasting Expertise
- Account and Ledger Reconciliations
- Accounts Payable and Receivable
- File Maintenance
- Profit and Loss Accountability
- Budgeting and Allocation
- Bank Statement Reconciliation
- Inventory Reconciliation
- Microsoft Excel
- Document Management
- Business Planning
- Cash Handling
- Expense Report
- Office Management
- Business Development
- Cost Analysis
- Payroll Preparation and Processing
- Billing Accuracy
- Month-End Reports
- Expense Account Management
- Vendor Payments
- ACH and Wire Transfers

EDUCATION

Keller Graduate School of Management

Smyrna, GA • 03/2018

MBA: International Business

- Member of The National Society of Leadership and Success
- Professional development completed in Online Business Course Instructor

DeVry University

Downers Grove, IL • 05/2014

Bachelor of Science: Technical Management / Entrepreneurship

CERTIFICATIONS

- Business Training -

PROFESSIONAL SUMMARY

Growth Catalyst and Turnaround Architect who has repeatedly been promoted to lead strategic company expansions that consistently drive revenue growth, improve operations and transform culture.

WORK HISTORY

Barry-Wehmiller - Accountant

Phoenix, AZ • 03/2019 - Current

- Developed and initiated projects, managed costs and monitored performance.
- Achieved project deadlines by coordinating with contractors to manage performance.
- Managed finance for projects under direction of the President to meet deadlines and budget limitations.
- Maintained payable email inbox and digitized invoices for processing.
- Generated and submitted invoices based upon established accounts receivable schedules and terms.
- Provided detailed product orders based on project drawings and technical specifications.
- Accelerated progress by continually reviewing performance, project budgets and project timelines.
- Updated operational methods and oversaw accounting procedures for improved efficiency.
- Identified plans and resources required to meet project goals, project budget and scope.
- Adhered to budget requirements with excellent planning and consistent expense monitoring.
- Identified and suggested remedies for areas of improvement based on detailed daily reports and analysis.
- Created detailed expense reports to facilitate reimbursement for business expenses incurred.
- Prepared and distributed employee reimbursement checks.
- Maintained complete documentation and records of all purchasing activities.

Barry-Wehmiller - Accountant

Concord, NH • 01/2001 - Current

- Excellent communication and customer service liaison.
- Handled day-to-day accounting processes to drive financial accuracy.
- Checked general ledger entries to increase accuracy, prevent significant errors and identify adjustments.
- Gathered financial information, prepared documents and closed books.
- Created and introduced updated processes for accounts receivable sub-ledger and customer attribute reporting.
- Monitored status of accounts receivable and payable to facilitate prompt processing.
- Documented cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Reconciled accounts and reviewed expense data, net worth and assets.
- Prepared and filed tax forms to meet needs of company.
- Communicated with suppliers to reconcile invoice payments.
- Managed vendor purchase order dispatch, delivery and invoicing to set contractual guidelines and maintain budgetary regulations.
- Processed payroll by validating work hours and attendance of employees..
- Gained knowledge of accounting principles and standards and general business practices to evaluate financial data and transactions.
- Reviewed accounting structures and procedures on regular basis to identify areas in need of improvement.
- Maintained up-to-date knowledge on professional accounting standards to manage financial recordkeeping.

Ignify - Accounting Assistant

Arizona City, AZ • 10/2014 - 01/2017

- Developed and implemented a tracking system that detected and reconciled delivered parts not received in Epicor by the receiving department to corresponding invoices from vendors offering a 10% discount when within paid within 10 days, saving the company over 2.5 million dollars in lost discount
- Compiled general ledger entries on short schedule with 100% accuracy.
- Matched purchase orders with invoices and recorded necessary information.
- Monitored status of accounts receivable and payable to facilitate prompt processing
- Maintained clean and organized files by keeping accounts payable records up-to-date.
- Used Epicor ERP software to prepare and complete weekly and monthly financial reports, providing insight into performance, operations and cash flow
- Supervised daily bookkeeping operations with attention to accounts receivable, accounts payable, banking reconciliation and disbursements.
- Reconciled account information and reported figures in general ledger by comparing to bank account statement each month.
- Processed payments and documents such as invoices, journal vouchers, employee reimbursements and statements.
- Created detailed expense reports to facilitate reimbursement for business expenses incurred.
- Complied with established policies and performed bank reconciliations, accounts payable/receivable, invoicing, billing and profit and loss statements for 100 clients.
- Worked with management at project level to achieve expense plans.
- Suggested key budgetary changes to increase company profits.
- Managed accounting department through oversight of accounts payable/receivable, purchasing and payroll activity.