

# JESSICA CLAIRE

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(555) 432-1000 - resumesample@example.com

## SUMMARY

Proficient accounting professional offering 20+ years of Accounting experience. Well-versed in updating and standardizing controls, refocusing teams and streamlining procedures to increase efficiency and reduce errors in accounting files. Expert Quickbooks, PeopleSoft and SAP user. Results-oriented Accounting with 20+ years of experience in accounting, monthly closing, and timely-related settings. Quick and eager learner with acute attention to detail and consistent track record of identifying process improvements to drive quality, accuracy, and efficiency.

## SKILLS

- Account reconciliation expert
- A/P and A/R
- Accounting and bookkeeping
- Account reconciliation
- QuickBooks
- General ledger accounting
- Strategic planning
- Reporting
- Customer relations
- Accounts payable
- Payroll management
- Adobe software proficiency
- Financial Management
- Year-end close
- Budgeting
- General ledger entries
- Payroll administration

## EXPERIENCE

12/2018 to 07/2020    **Accountant**

**American Electric Power** – New Albany, OH

- Tracked and managed expenditures of \$11,000,00 annually.
- Supported budget administration with detailed expense analyses and report reviews.
- Established complete accounting structures, processes and controls to meet business requirements.
- Secured staff payment traceability, accurately calculating deductions while preparing and processing payroll via APS.
- Kept financial records for Event operations representing more than \$10,000,00 in yearly revenue.
- Investigated and resolved discrepancies in monthly bank accounts.
- Assessed accounting accuracy, performing daily cash functions, including A/P and A/R tracking, budgeting, payroll transactions, wage allocation, salary expenses, online donations and bank, credit card and petty cash reconciliations.
- Maintained accurate accounts for cash, fixed assets and other transactions.
- Reviewed and reconciled discrepancies in accounts and financial documentation.
- Assisted CFO with month-end and year-end close activities, including annual reporting.

07/2016 to 12/2018    **Billing Department Supervisor**

**Ppg Industries, Inc.** – Everett, WA

- Liaised with customers, addressed inquiries, handled meeting requests and answer billing questions to provide outstanding customer care.
- Performed billing, collection and reporting functions for Billing office generating over \$40,000,000.00 annually.
- Trained 10 employees on best practices and protocol while managing teams to maintain optimal productivity.
- Monitored financial bookkeeping for accuracy and compliance, resolving identified discrepancies.
- Mentored new employees on Billing and Corrections and delivered constructive feedback to increase understanding of job duties.
- Optimized personnel coverage, preparing work schedules based on staff availability and forecasted demands.
- Coordinated office activities and operations to secure efficiency and compliance with company policies.
- Automated office operations to manage client correspondence, record tracking and data communications.
- Defined and documented office procedures, using updated SOPs to provide thorough and comprehensive training for all administrative support staff.
- Managed daily operations within Billing office by supporting continuous delivery of excellent services and care.
- Improved operational efficiencies, managing work requests, new orders, pricing and changes while coordinating logistics to verify delivery dates.
- Automated office operations, managing client correspondence, payment scheduling, record tracking and data communications.
- Evaluated employee job performance and motivated staff to improve productivity.

10/2013 to 03/2015    **Inventory Analyst**

**John Deere** – Fargo, ND

- Helped business meet customer demands by working with procurement team to optimize inventory levels.
- Oversaw daily inventory cycle counts and resolved any discrepancies.
- Optimized shipping and receiving strategies with cost-effective methods, carriers and routes.
- Utilized Rumba to organize and maintain shipment records.

01/2009 to 10/2013    **Merchandising Accounts Payable Specialist**

**RadioShack Corp.** – City, STATE

- Worked closely with department personnel to produce accurate and timely bills.
- Analyzed invoice and expense reports, identified variances and researched issues to correct problems and maintain financial compliance.
- Prepared and updated vendor files, including tax and insurance information.
- Coded invoices and other records to maintain organized and accurate records.
- Problem-solved accounts payable questions on behalf of internal team members, management and vendors.
- Reconciled monthly statements and transactions to keep records accurate and current.
- Assisted with month-end and year-end closings to support accounting system accuracy.
- Managed over 45 accounts worth over \$15,000,000.00 with accuracy in PeopleSoft.
- Managed bookkeeping and accounting systems and completed data entry with accuracy and efficiency.
- Processed and reconciled 400+ purchase parts, raw materials, and freight invoices weekly.
- Applied mathematical skills to calculate totals, check figures and correct problems with physical and digital files.
- Assisted managing leaders to identify and eliminate non-value added tasks.
- Reduced financial discrepancies by accurately processing invoices and journal entries.
- Liaised with vendors and customers to confirm information and address client issues.
- Assessed data and information to check entries, calculations and billing codes for accuracy.
- Handled high-volume invoice processing for Inventory operation.
- Addressed month-end closing functions for detailed reporting.
- Verified vendor accounts by reviewing documentation, rectifying issues and contacting accountholders.
- Performed day-to-day financial transactions, including verifying, classifying, computing, posting and recording accounts payable data and reconciled daily totals to confirm proper accounting.

## EDUCATION AND TRAINING

**Tarrant County College** - Fort Worth

05/1989

**High School Diploma**

**Haltom High School** - Haltom City