

JESSICA CLAIRE

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📍 100 Montgomery St. 10th Floor

SKILLS

- Accounting and bookkeeping
- Account reconciliation
- Reporting
- A/P and A/R
- QuickBooks
- Customer relations
- General ledger entries

EDUCATION AND TRAINING

University of The South Pacific
Fiji Islands

Bachelor of Commerce:
Accounting And Information
System

SUMMARY

Motivated & versatile accounting professional seeking to obtain an opportunity with your organization which will benefit from my problem solving skills, technical strength, strong professional ethics, comprehensive knowledge of information systems and ability to comply with instructions. In addition, to build upon existing professional knowledge, American culture and occupational skills in both transaction execution, reconciliations, analytics, tax and reporting leading to new experiences and responsibilities

EXPERIENCE

Anova - Accountant

Winona, MN • 03/2021 - Current

- Performing Bank Reconciliation for clients.
- Making General Journal Entries and maintaining monthly bookkeeping ledgers.
- Filing and remitting Sales Tax/Underground tax(where applicable) on a monthly/quarterly or yearly basis.
- Performing classification of income and expenses into correct ledgers
- Prepared month-end closing entries for detailed reporting and recordkeeping.
- Reviewed and reconciled discrepancies in accounts and financial documentation.
- Reviewing Financial Statements (Profit & Loss Statement & Balance Sheet)
- Assisting in Tax Preparation for Individuals & Corporations.
- Assisting in corporation formation & set up.
- Communicating with Internal Revenue Service and Franchise Tax Board in assisting with client disputes.
- Use of Microsoft Applications such as Excel Spreadsheet work document, power point for compiling, analyzing and presenting data in a meaningful manner using graphical features and tables and presenting ad hoc reports.
- Performing accounting functions in adherence to company internal control procedures and accounting principles.

The Asia Foundation - Finance & Admin Officer

San Francisco, CA • 02/2019 - 03/2021

- Use MYOB/ Money works software for all accounting functions and excel reports for database reporting.
- Oversee sales invoices, cash receipts and accounts receivable.
- Process purchase receipts, invoices, credit card purchases and accounts payable function outputs. Prepare and gain approvals for wire transfer requests and purchase orders.
- Reconcile monthly bank accounts by gathering and balancing information.
- Process weekly payroll and support human resources tasks including monitoring superannuation contributions for staff at required intervals.
- Verify and process employee expense claims and manage the approval and payment process.
- Prepare and lodge all tax requirements including payroll tax, value added tax.
- Tax Compliance working with BDO (external auditors) to ensure accuracy and timeliness
- Post and process journal entries and perform month end closing functions.
- Record and email operations results of leasing properties by extracting data, preparing spreadsheets, pivot summaries and reports using Excel.
- Maintain and strengthen internal controls by following policies and procedures, complying with regulatory requirements. Ensuring data storage security and filing supporting documentations.
- Secure financial information by completing database backups, keeping information confidential and emailing to superior executives.
- Respond to ad-hoc queries.

Vistra - Assistant Accountant

Toronto, CA • 08/2018 - 08/2018

- Processed and posted journal entries and accruals to ensure all business transactions are recorded.
- Corrected errors by posting adjusting journal entries by researching and analyzing accounting data.
- Prepared and mailed monthly financial records for subsidiary companies to head office by analyzing balance sheets and general ledger accounts.
- Updated accounts receivable and maintained the Aging Debtors accounts.
- Maintained a detailed record of inventories in spread sheets and reconciled inventories on a monthly basis with approvals gained.
- Liaised and supported the Fraud and Investigation team functions.
- Prepared overhead allocations for subsidiaries.
- Prepared special project reporting in excel formats for general manager and head office.
- Performed ad-hoc duties as required.

Susquehanna International Group, Llp - Accounts Payable Officer

Bala Cynwyd, PA • 04/2018 - 08/2018

- Checked accuracy of foreign vendor invoices and processed it in a timely manner.
- Updated accounts payable accounts by matching invoices with purchase orders.
- Performed reconciliations including accounts payable ledgers and supplier statements.
- Prepared and gained approvals for wire transfer requests and vendor statements by set deadlines.
- Data entry and payment preparation for foreign invoices.
- Liaised with banks in relation to foreign exchange rates and other currency transactions.
- Prepared and obtained petty cash approvals for Pacific trading supplies.
- Supported the month end process by providing supporting documentation for month end journals.
- Reported on Aged Payables plus provided other ad hoc reporting where applicable

LANGUAGES

English:
Negotiated:

Hindi:
Negotiated: