

# Jessica Claire

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

## PROFESSIONAL SUMMARY

- Detail-oriented Accountant with 7 years effectively maintaining accurate accounting information for Department of Energy financial organization. History working as part of financial team to manage diverse financial functions, and reporting. Works closely with executive management on complex acquisitions and divestitures.
- Knowledgeable Accountant proficient in laws and procedures governing business operations, regulatory compliance. Handles detail-oriented work in methodical and organized fashion. Leverages field expertise, resourcefulness and diligence to make positive impact on business operations.
- Adept at managing budgets, assisting payroll, general accounting functions and all travel within Department of Energy (NETL). Instrumental in keeping business operations fully compliant and working within budgetary guidelines.
- Familiar with managing schedules, directing teams and overseeing closing processes. Exceptional interpersonal, communication and multitasking abilities.
- Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.
- Proficient at analyzing and validating financial data to resolve accounting discrepancies in reported data. Enthusiastic Accountant eager to contribute to team success through hard work, attention to detail and excellent organizational skills.

## SKILLS

- Utilization of Monthly Reports
- Monthly and Annual Journal Entries
- Extravagance and Fraud Detection
- Accounting Policy and Control
- Discrepancy Reconciliation
- Systems Efficiency Evaluation
- Accounting Software Systems
- Critical Thinking and Analysis
- Document Recordkeeping
- Effective and Professional Communication
- Accounting Procedures Validation
- Oracle Financials
- Account Reconciliation Processes
- Goal Development
- Accounts Payable and Receivable
- Accounting Terminology
- Account and Ledger Reconciliations
- Budgeting and Allocation
- Administrative Oversight
- Processing Checks
- General Ledger
- Payroll Preparation
- Payroll Adjustments
- Financial Information Systems (STARS, STRIPES, ASAP)
- Journal Entry Preparation
- SAP Concur Expertise
- Proficient in EXCEL

## WORK HISTORY

- ACCOUNTANT** 08/2020 to CURRENT
- Bae Systems | Mojave, CA**
- Enhanced budget administration by reviewing reports, leveraging knowledge to strengthen controls and improve transparency.
  - Improved efficiency of data collection, analysis and modeling to enhance practices and increase customer retention.
  - Prepared documents, reports and presentations for executives using advanced software proficiencies.
  - Reviewed accounting structures and procedures on regular basis to identify areas in need of improvement.
  - Supported monthly reporting analysis to achieve validation of internal reports and to reconcile production operations and general ledger.
  - Performed advanced reviews of business operational trends and expected obligations to prepare accurate forecasts.
  - Maintained up-to-date knowledge on certificates and documents mandatory for government departments.
  - Reconciled accounts
  - On a working team that improves accounting systems and processes to meet business needs and maximize operational success.
  - Knowledge of the Federal Travel Regulations (GSA)

## ACCOUNTING TECHNICIAN 04/2016 to 08/2020

### City Of Fresno, Ca | Fresno, CA

- Applied proper codes to invoices, files and receipts to keep records organized and easily searchable.
- Screened accounts receivable, accounts payable, payroll processing and general ledger transactions.
- Reconciled account information
- Investigated daily variances and corrected errors to resolve discrepancies.
- Reported financial data and updated financial records
- Matched purchase orders with invoices and recorded necessary information.
- Maintained account accuracy by reviewing and reconciling checks monthly.
- Reconciled purchase card, travel credit accounts and Central billing account, every month, investigating and resolving discrepancies to keep accounts audit-ready.
- Analyzed figures, postings and documents to maintain accounting program accuracy.
- Review detailed expense reports and requests for capital expenditures.
- Input financial data and produced reports using STARS and BI.
- Managed and responded to correspondence and inquiries from customers and vendors.
- Gathered, evaluated and summarized account data in detailed financial reports.
- Identified and suggested remedies for areas of improvement based on detailed reports and analysis.
- Analyzed financial data derived from multiple reporting systems to develop recommendations for operational and performance improvements.
- Implemented new accounting processes to decrease spending and work flow downtime.

## ADMINISTRATIVE ASSISTANT 08/2009 to 04/2016

### Tiaa | Bethesda, MD

- Answered multi-line phone system, routing calls, delivering messages to staff and greeting visitors.
- Executed record filing system to improve document organization and management.
- Scheduled office meetings and appointments for staff teams.
- Sorted and distributed office mail.
- Interacted with vendors, contractors and professional services personnel to receive orders, direct activities and communicate instructions.
- Generated reports and typed letters in Word and prepared PowerPoint presentations.
- Monitored supervisor's work calendar and scheduled appointments, meetings and travel.
- Developed and updated spreadsheets and databases to track, analyze and report on performance and sales data.
- Coached new employees on administrative procedures, government policies and performance standards.
- Restocked supplies and placed purchase orders to maintain adequate stock levels.
- Supported efficient meetings by organizing spaces and materials, documenting discussions and distributing meeting notes.
- Supported room reservations, agenda preparation and calendar maintenance for programs, meetings and events.
- Organized weekly staff meetings.
- Monitored premises, screened visitors, updated logs and issued passes to maintain security.
- Coordinated travel arrangements by booking airfare, hotel and ground transportation.
- Offered office-wide software support and training, troubleshooting issues and optimizing usage.
- Edited transmittals and memorandums for organizational support.
- Created PowerPoint presentations for business development purposes.

## EDUCATION 05/2018

### Associate of Science | Accounting

### Community College of Allegheny County, Pittsburgh, PA

## JOB RELATED TRAINING

- Advanced Excel 365- July 2022
- Excel Charting and Data-June 2022
- Business Law I- Summer 2015
- Intro to Accounting - Fall 2015
- Macroeconomics- Spring 2016
- Business Law II- Summer 2016
- Advanced Pivot Tables 3/6/14,
- Purchase card 6/12/13,
- Accruals 4/30/13,
- Budget Execution and Reporting System- 3/5/13-3/7/13,
- Federal Appropriations Law 2/28/13,
- General Ledger Posting Process 2/12/13,
- Finance and Accounting-8/27/12-8/28/12,
- Time-limited Program Direction 8/14/12,
- Managing Multiple Projects 8/3/12,
- Budget and Forecasting 5/16/12,
- SGL Structure and Flow Train 1/26/12,
- MS Excel 2007 Level 2 11/16/11,
- Mistake Free Grammar and Proofread 9/10/10