

# JESSICA CLAIRE

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## SKILLS

- Microsoft Programs: Excel, F-9 Reporting, Microsoft, and Outlook
- Accounting Software: Macola, Infinium, Stratton Warren, Sage 300/Timberline, and QuickBooks
- Monthly, quarterly, and annual closing procedures
- Account Reconciliations, Time management
- Accruals and true ups
- Attention to detail
- Billing and Electronic Data Interchange
- Due diligence
- Financial reporting
- Inventory
- Problem-solving
- Taxes
- Teamwork
- Monthly Account / Bank Reconciliation
- Budget analysis

## EDUCATION

**Franklin University**  
Columbus, OH • 12/2018

**Master's: Business Administration:** Business  
• Graduated Summa cum laude  
• Received Leader Scholar award by Franklin University Leader Scholar Society

**Franklin University**  
Columbus, OH • 12/2017

**Bachelor of Science:** Double Major: Accounting And Forensic Accounting  
Graduated in Summa Cum Laude.

**Lakeland Community College**  
Kirtland, OH • 05/2016

**Associate of Applied Science:** Accounting  
• GPA: 3.90  
• Awarded Accounting Student of the Year in 2016

## PROFESSIONAL SUMMARY

In the process of completing the last portion of the CPA exam before I can obtain my license. Detail-oriented Accountant with 2+ years of experience outside of my undergraduate degree. I have experience in working in different work environments, industries, and accounting software. I'm willing to try new approaches and listen to feedback to help improve myself. I would be an excellent fit for any company because of my ability to adapt to changes and provide my own knowledge of situations.

## WORK HISTORY

### Alliant - Accountant

Dallas, TX • 02/2019 - Current

- Organized and carried out efficient monthly and quarterly Work in Process Review reports for our General Contractors and Interior Groups.
- Monthly Reports consist of A/R analysis, Cash Flow summary, and Work in Process reviews to track the profitability of our jobs
- Helped in the preparation of Quarterly Work in Progress reports that are used for internal reporting and sent out to our creditors.
- Created and designed Profit and Loss statements for all the different locations and divisions in the company to help develop future budgets.
- Prepared monthly, quarterly, annual sales/use tax returns for the multiple states we operate in.
- Generated financial statements, journal entries, and invoices every quarter for some of our subsidiary companies.
- Prepared and sent out a daily bank summary tracking multiple cash and money market accounts.
- Prepared monthly Bank Reconciliations for all our different companies and corresponding cash accounts.
- Prepared Monthly schedules to track our Line of Credit, Loans, and Interest Swap agreements.

### Nidec Motors - Staff Accountant

Middleport, OH • 06/2018 - Current

- Executed financial reporting, managing prepaid accounts, schedules, reconciliations, event settlements and month-end accruals.
- Prepared monthly and quarterly income taxes payments for State and Local.
- Account Reconciliations involving Cash, Prepads, Liabilities, Progressives, Lottery, GCA and Telecheck, Credit Card Fees, and Sales and Used tax.
- Heavily involved in preparing Month Closing Journal Entries.
- Preparing F9-Reports to generate Prelims on Profit/Loss for individual departments.
- Meeting and answering questions associated to the Profit/Loss statements.
- Increased efficiency, support and documentation of accounting processes by creating detailed schedules for journal entries.
- Physical Inventory Count and Documentation for our onsite Gas Station.
- Monitored indirect expenses and overall revenues to create documentation and allocation tables.

### First Team Auto - Accounts Receivable Clerk

Suffolk, VA • 05/2015 - 06/2018

- My primary role at Federal Process is billing and invoicing for the products that left the manufacturer.
- In the process, I would look over the Bill of Lading and purchase orders for any errors.
- I then had the responsibility to send out invoices by mail, email, or EDI.
- I also took on the role of monitoring our EDI system where we would receive new purchase orders, chargebacks, and remittances.
- Assisted in Month End close with account reconciliations, commission reports, and customer statements.
- I generated reports, so our Buying Groups can be paid for the month, and created a spreadsheet to go along with this information.
- Review freight bills for CT logistics and UPS, and approved payment.
- Set up and updated customer accounts with interactions, payments and personal information.
- Researched topics and completed due diligence to resolve issues in a timely manner.
- Processed payments and applied to customer balances.
- Accessed credit records to evaluate customer histories.
- Posted receipts to appropriate general ledger accounts.
- Balanced monthly general ledger accounts to accurately record cost and month end accruals.
- Coded and entered at least [50-80] invoices each day into the in-house accounting software.