

# Jessica Claire

Montgomery Street, San Francisco, CA 94105  
(555) 432-1000 - resumesample@example.com

## SUMMARY

General Accounting Practices and principles; Intermediate Accounting; Advanced Cost Accounting; Accounting Information Systems; Concepts of Federal Income Tax and Problems in Taxation. Detail-oriented Accounting manager with 15 years effectively maintaining accurate accounting information for mid-scale financial organizations. Talented Senior Accountant highly effective at solving routine and critical issues across all operational levels. Dynamic Accounts Payable Lead who thrives in high-pressure, team atmospheres. Extensively trained in Mas100, Quickbooks, and Peachtree. Accounts Receivable Lead who leverages strong organizational, technical and interpersonal skills. Detail-oriented HR Associate with excellent analytical skills and experience with benefits and payroll administration.

## AFFILIATIONS

Member of Accounting Society Association (ASA) Member of Computer Society Association (CSA) Member of Saint Holy Spirit Church Choir Member of Vietnamese Catholic group

## SKILLS

- Generally Accepted Accounting Principles
- Accounting Management
- Accounts payable, receivable, payroll and HR
- Analytical reasoning
- Financial Reporting
- Advanced computer proficiency
- Staff Management
- Strong in Oracle, Quickbooks, NetSuite, and Mas
- Budgeting
- Account reconciliation specialist

## WORK HISTORY

07/2019 to Current	<b>Accounting Manager &amp; Human Resources</b> <b>Vix Technology</b> – Denver, CO <ul style="list-style-type: none"><li>• Manage accounting operations, including journal entries, collection efforts, reconciliations and payroll processing</li><li>• Support Chief Financial Officer on yearly audit</li><li>• Prepare financial statements, business activity reports, annual budgets and other records</li><li>• Develop process improvements to increase efficiency and productivity and present to management for approval</li><li>• Organize budget documentation and track expenses to maintain tight business controls</li><li>• Create and initiate accounting procedures to increase organization</li><li>• Manage all areas of accounting, including accounts payable and receivable, general ledger management, banking reconciliations and monthly balance sheet statements</li><li>• Maintain cash flow by monitoring bank balances and cash requirements</li><li>• Maintain compliance with company standards and legal requirements</li><li>• Reconcile accounts and resolve both internal variances and discrepancies in external documentation</li><li>• Complete bi-weekly payroll for company employees, including calculating taxes, vacation and sick time</li><li>• Coach, train and delegate tasks to 2 team members to meet specific department goals</li><li>• Manage 401(k) retirement plans</li><li>• Respond to general Associate questions pertaining to company policies, procedures, and benefits programs</li><li>• Manage and coordinate company drug testing and background checks</li><li>• Ensure the accurate processing of all HR paperwork including pre-authorizations, new-hire and Associate separation paperwork</li><li>• Conduct and ensure that all new-hire orientations are conducted timely and alignment with company practice</li><li>• Provide HR policy and procedure guidance to divisions to ensure compliance</li></ul>
09/2017 to 06/2019	<b>Senior Accountant</b> <b>James River Insurance</b> – Richmond, VA <ul style="list-style-type: none"><li>• Maintained general ledger accounts and month end closing procedures</li><li>• Reconciled general ledger and bank accounts balances</li><li>• Verified, allocated and reconciled accounts payable and receivable</li><li>• Established banking relationships including maintaining lender requirements</li><li>• Accrued Revenue and Deferred Revenue</li><li>• Assisted in preparation of monthly and annual reporting package, including 1099 year-end</li><li>• Assisted in annual budget preparation</li><li>• Assisted in preparation of interim forecasts and projections</li><li>• Analyzed financial information and summarized financial status</li><li>• Spoted errors and suggested ways to improve efficiency and spending</li><li>• Reviewed and recommended modifications to accounting systems and procedures</li><li>• Produced error-free accounting reports</li><li>• Directed annual audits to ensure compliance</li><li>• Assisted with tax return preparation and audits</li><li>• Developed and documented business processes and accounting policies</li><li>• Ensured accuracy and completeness of all accounting records along with compliance with GAAP</li><li>• Revenue &amp; expense recognition in accordance with contract</li><li>• Managed accounts receivable and collections</li><li>• Reviewed, trained and mentored junior staffs</li><li>• Supported HR to set up new state and withholding tax by states</li><li>• Managed 401(k) retirement plans</li></ul>
06/2004 to 09/2017	<b>Accounting Manager</b> <b>United Service Technologies</b> – City, STATE <ul style="list-style-type: none"><li>• Overseen and performed daily accounting activities including, full cycle of Accounts Payable, Accounts Receivable, Collection and support HR functions</li><li>• Reviewed GL Coding to ensure items were properly coded</li><li>• Prepared and maintained supporting documentation, detail general ledger, financial statements, balance sheet, journal entries and other supporting schedules and calculations</li><li>• Overseen and performed payroll system on semi-monthly basis (multi-state payrolls CA, TX, NV)</li><li>• Knowledge of ADP applications and payroll system.</li><li>• Filed tax returns and prepared governmental reports in compliance with strict standards.</li><li>• Supported project manager on project cost activities including actual, budget and forecast.</li><li>• Trained 5 new employees on accounting principles and company procedures</li><li>• Created weekly Accounting dashboard and semi-monthly overtime report</li><li>• Created quarterly and yearly audit schedules.</li><li>• Supported Chief Financial Officer and Controller on monthly, quarterly and annual accounting close process</li><li>• Created W-2 and 1099-Misc tax forms</li><li>• Supported internal and external auditor's requests and inquiries</li><li>• Organized budget documentation and tracked expenses to maintain tight business controls</li></ul>

## EDUCATION

2004	<b>Bachelor of Arts: Accounting &amp; Management Information System</b> <b>California State University</b> - Fullerton
1999	<b>Associate of Arts: Business Administration</b> <b>Golden West College</b> - Huntington Beach, CA

## ADDITIONAL INFORMATION

"Additional employment history is available upon request"