

Jessica Claire

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

PROFESSIONAL SUMMARY	<ul style="list-style-type: none">Current Accountant with the City of Alexandria with over 15 years experience in the accounting industry. Knowledge in governmental accounting procedures, financial statement preparation, general ledger activity, budget preparation & analysis, bank reconciliations, accounts payables & receivables, payroll, fixed assets, tax preparation & audit procedures.				
SKILLS	<ul style="list-style-type: none">15+ years of experience in Accounting & Bookkeeping ServicesFinancial statements, Bank reconciliations and General Ledger expertiseFlexible team playerResponsible, Concise & Detail OrientedMicrosoft Word, Excel, Access, PowerPoint, & Outlook expertiseBanner Finance, Xtender, Asset Keeper Pro & QuickBooks Software proficiency				
WORK HISTORY	<p>ACCOUNTANT 08/2013 to CURRENT</p> <p>Taylor Corp Rexburg, ID</p> <ul style="list-style-type: none">Help prepare Financial Statements and Bank Reconciliations.Responsible for Accounts Payable & Fixed Assets for the City of Alexandria.Perform accounts payable functions for governmental expenses.Manage vendor accounts and prepare 1099s for contract labor.Prepare, Record Journal Entries, & Reconcile Asset accounts, including surplus, depreciation expense, and the purchase, & addition of new assets.Organize new asset tagging & yearly department assets counts.Organize and carry out efficient month-end, quarterly and year-end processes.Record journal entries and perform accounting on accrual basis for year end procedures.Work closely with GOHSEP to gain reimbursement of expenses from Hurricanes Katrina, Rita, Gustav & Isaac.Maintain integrity of general ledger, including chart of accounts. <p>ACCOUNTANT 08/2009 to 02/2013</p> <p>Teledyne Technologies Eagan, MN</p> <ul style="list-style-type: none">Preparation and Analysis of Hospital Financial Statements.Investigate and resolve discrepancies in financial statements while under tight deadlines.Compile general ledger entries on short time schedule with nearly 100% accuracy.Analyze monthly balance sheet accounts & record journal entries for corporate reporting. <p>ACCOUNTANT 01/2006 to 04/2008</p> <p>Teledyne Technologies Kiln, MS</p> <ul style="list-style-type: none">Prepare & File tax returns for individual, partnership, corporate, and tax exempt clients.Prepare LLC & Corporate monthly payroll & Quarterly Reports.Generate financial statements and facilitate account closing procedures each month. <p>ACCOUNTANT 01/2003 to 08/2004</p> <p>Teledyne Technologies Tracy, CA</p> <ul style="list-style-type: none">Prepare individual, partnership, corporate & fiduciary tax returns.Audit governmental, for-profit and not for profit entities.Uphold strict confidentiality protocols with all client details and tax return information. <tr><td>EDUCATION</td><td><p>Bachelor Accounting 2002</p><p>Northwestern State University of Louisiana, Natchitoches, LA</p><ul style="list-style-type: none">Graduated Magna Cum LaudePhi Kappa Phi Honor SocietyCPAExcel ScholarDean's List for the entirety of College.George H Rothschild ScholarAlpha Lambda Delta Honor Society<p>SKILLS</p><ul style="list-style-type: none">Advanced bookkeeping skillsAccounting and bookkeepingFinancial statement analysisTax return filingGAAP understandingBank reconciliations and balancingFlexible team playerMicrosoft Word, Excel, Access, PowerPoint, & OutlookAsset Keeper Pro SoftwareQuickBooks SoftwareFixed Asset Solutions SoftwareCreative Solutions Bookkeeping SoftwareHOST SoftwareDocument Manager SoftwareProSystem, UltraTax, and Lacerte Tax Preparation Software</td></tr> <tr><td>WORK HISTORY</td><td><p>ACCOUNTANT 08/2013 to CURRENT</p><p>City Of Alexandria Alexandria, LA</p><ul style="list-style-type: none">Help prepare Financial 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procedures on regular basis to identify areas in need of improvement.<p>ACCOUNTANT 08/2009 to 02/2013</p><p>Rapides Regional Medical Center Alexandria, LA</p><ul style="list-style-type: none">Preparation and Analysis of Hospital Financial Statements.Responsible for Budget and Forecasts on Quarterly Basis.Investigate and resolve discrepancies in financial statements while under tight deadlines.Compiled general ledger entries on short schedule with nearly 100% accuracy.Analyzed monthly balance sheet accounts for corporate reporting.<p>ACCOUNTANT 01/2006 to 04/2008</p><p>AH Huthnance Bookkeeping & Tax Alexandria, LA</p><ul style="list-style-type: none">Prepared & Filed tax returns for individual, partnership, corporate, and tax exempt clients.Responsible for Budget and Forecasts on Quarterly Basis.Prepared & Managed LLC & Corporate monthly payroll & Quarterly Reports.Utilized accounting software to issue tax returns and prepare consolidated reports.Generated financial statements and facilitated account closing procedures each month.<p>ACCOUNTANT 01/2003 to 08/2004</p><p>Payne, Moore & Herrington CPA Alexandria, LA</p><ul style="list-style-type: none">Prepared individual, partnership, corporate & fiduciary tax returns.Audited governmental, for-profit and not for profit entities.Utilized accounting software to issue tax returns and prepare consolidated reports.Upheld strict confidentiality protocols with all client details and tax return information.</td></tr>	EDUCATION	<p>Bachelor Accounting 2002</p> <p>Northwestern State University of Louisiana, Natchitoches, LA</p> <ul style="list-style-type: none">Graduated Magna Cum LaudePhi Kappa Phi Honor SocietyCPAExcel ScholarDean's List for the entirety of College.George H Rothschild ScholarAlpha Lambda Delta Honor Society <p>SKILLS</p> <ul style="list-style-type: none">Advanced bookkeeping skillsAccounting and bookkeepingFinancial statement analysisTax return filingGAAP understandingBank reconciliations and 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