

JESSICA CLAIRE

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PROFESSIONAL SUMMARY

Seasoned [Job Title] bringing more than [Number] years of experience directing accounting systems for diverse business groups. Industrious and cost-conscious with excellent project management abilities. Advanced understanding of [Type] and [Type] standards. Knowledgeable accounting professional bringing [Number] years of experience in [Industry]. Successful at revamping and strengthening controls, reorganizing processes and simplifying procedures to maximize efficiency and accuracy of accounting records. Proficient in [Software] and [Software]. Adept at managing budgets, payroll, invoicing and all other general accounting functions. Instrumental in keeping business operations fully compliant and working within budgetary guidelines. Fastidious in tracking all expenses and reconciling accounts.

SKILLS

- Financial modeling capability
- Intuit QuickBooks specialist
- Excellent Managerial Techniques
- General Ledger Accounting Expertise
- Tax Law Understanding
- Budget Analysis
- Accounting operations professional
- Financial Reporting
- Superior attention to detail
- MS Office Suite

EDUCATION

The Pennsylvania State University
University Park, PA
Bachelor of Science: Accounting

CERTIFICATIONS

- Certified Public Accountant, Pennsylvania (inactive)

WORK HISTORY

Waste Management - Accountant *Galesburg, IL • 09/2011 - Current*

- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and all types of cash and banking reconciliations.
- Helped clients navigate interactions with tax authorities and legal concerns related to financial matters.
- Strengthened financial management processes to bring errors to near-zero in reporting, payroll administration and general bookkeeping.
- Managed entire accounting cycle including gathering information, preparing documents, finalizing reports and closing books.
- Reconciled accounts and reviewed all materials, including surplus, income, expense data, net worth and assets.
- Analyzed and researched reporting issues to improve accounting operations procedures.
- Reviewed accounting structures and procedures on regular basis to identify areas in need of improvement.
- Collected and arranged financial information and entered details into [Software] financial management system.
- Prepared and filed [Type] and [Type] tax forms for commercial and individual clients.
- Partnered with auditors on annual audits and realized compliance with governmental tax guidelines.
- Prepared documents, reports and presentations for executives and board members using advanced software proficiencies.
- Set up and improved accounting systems and processes to meet business needs and maximize effectiveness of operations.
- Generated financial statements and facilitated account closing procedures each month.
- Performed advanced reviews of business operational trends and expected obligations to prepare accurate forecasts.
- Identified and investigated variances to financial plans and forecasts.
- Enhanced budget administration by reviewing [Type] and [Type] reports, leveraging knowledge to strengthen controls and improve transparency.

Rehmann - Tax Manager *Grandville, MI • 05/2002 - 03/2005*

- Facilitated communication between clients and tax authorities.
- Prepared tax returns, extensions, tax planning calculations and write-ups for all types of organizations and entities, including individuals.
- Maintained complete records of client tax returns and supporting documentation in secured areas.
- Reviewed available data and compared against tax code to determine exemptions, deductions, and potential liabilities.
- Offered clients recommendations to reduce tax liabilities.
- Prepared US, multistate and international tax returns for business clients.
- Interviewed [Type] clients to collect information and gather necessary paperwork prior to preparing tax returns.
- Oversaw team of [Number] tax professionals handling up to [Number] clients per year.
- Prepared tax returns for clients in [Industry] and [Industry] according to government regulations and requirements.
- Conducted reviews of internal tax documentation, reducing errors related to missed tax benefits.
- Facilitated integration of modern tax software with client accounting software.

American Tower - Senior Accountant *Denver, CO • 08/1997 - 05/2002*

- Prepared accurate quarterly and yearly tax filings for businesses such as [Type] and [Type].
- Developed in-depth knowledge of client business and industry through direct interaction while working on various aspects of engagement.
- Reviewed and analyzed client data and accurately prepared income tax returns and tax research.
- Assisted businesses with provisions, international tax issues, multi-state issues and mergers and acquisitions to comply with tax regulations and reduce audits.
- Taught junior staff how to prepare statements, resolve discrepancies and maximize efficiency.
- Helped organization maintain full compliance with local, state and federal tax requirements with diligent application of best practices.
- Completed in-depth research into tax issues affecting [Type] activities to offer expert advice and accurately prepare submissions.
- Reconciled tax accounts [Timeframe] to prevent discrepancies and maintain readiness for expected tax liabilities.
- Reviewed financial reports to correctly ascertain taxation and statement requirements.
- Facilitated integration of modern tax software with client accounting software.
- Oversaw team of [Number] tax professionals handling up to [Number] clients per year.
- Consulted with clients to assess and mitigate future tax liabilities and determine eligibility for tax abatement.
- Interviewed [Type] clients to collect information and gather necessary paperwork prior to preparing tax returns.
- Facilitated communication between clients and tax authorities.
- Prepared tax returns for clients in [Industry] and [Industry] according to government regulations and requirements.
- Offered clients recommendations to reduce tax liabilities.
- Prepared US, multistate and international tax returns for business clients.
- Prepared tax returns, extensions, tax planning calculations and write-ups for all types of organizations and entities, including individuals.