

Jessica Claire

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

PROFESSIONAL SUMMARY

I'm an exceptionally professional, bi-lingual, self-motivated and ambitious individual. I'm high-energy, personable, and an outgoing team player who has a collaborative work style.

SKILLS

- Account Reconciliation
- Business Operations Analysis
- Personnel Recordkeeping Review
- Accounting Records Analysis
- Financial Reporting
- Financial Statements Review
- Reliability and Integrity Improvement
- Intuit QuickBooks
- Discrepancy Reconciliation
- Payroll Management
- Journal Entry Preparation
- Financial Statements
- Accounts Payable
- Monthly and Annual Journal Entries
- Cash Analysis
- Processing Checks and Invoices
- Business Operations and Forecasting
- Microsoft Office
- Teamwork and Coordination
- Administrative Oversight
- Financial Recordkeeping
- Accruals
- Employee Training
- Journal Entries
- Balance Sheet

WORK HISTORY

ACCOUNTANT

10/2018 to 03/2021

Always Best Care | Flower Mound, TX

- Gathered financial information, prepared documents, and closed books.
- Created budgets and forecasts for management group to meet regular accounting deadlines.
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and cash and banking reconciliations.
- Reconciled accounts and reviewed expense data, net worth and assets.
- Brought errors to near-zero in reporting, payroll administration and general bookkeeping.
- Monitored 2 employee team while handling day-to-day accounting processes and financial accuracy.
- 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.
- Maintained up-to-date knowledge on permits, certificates and documents mandatory for government departments.
- Documented cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Prepared documents, reports and presentations for executives and board members using advanced software proficiencies.

VIRTUAL ACCOUNTANT/OPERATIONS MANAGER

03/2011 to 06/2017

RAS IT Solutions | City, STATE

- Devised processes to boost long-term business success and increase profit levels.
- Formulated processes to improve assistance to virtual support groups, resulting in reduction of downtime and financial loss.
- Gathered financial information, prepared documents, and closed books.
- Documented cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and cash and banking reconciliations.
- Enhanced budget administration by reviewing reports, leveraging knowledge to strengthen controls and improve transparency.
- Set up and improved accounting systems and processes to meet business needs and maximize operational success.
- Evaluated and improved accuracy and completeness of financial records.
- 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.
- Reconciled accounts and reviewed expense data, net worth and assets.
- Monitored 10 employee team while handling day-to-day accounting processes and financial accuracy.

EDUCATION

Bachelor of Business Management

05/2006

Burlington County College/Rutgers University, Camden, NJ