

# JESSICA CLAIRE

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## SUMMARY

Innovative Accountant proficient in extracting financial data from various reporting systems and suggesting key operational changes.

## SKILLS

- Budget forecasting expertise
- Analytical reasoning
- Account reconciliation expert
- Strong organizational skills
- General ledger accounting
- Expert in customer relations
- Flexible team player
- Advanced computer proficiency (PC and Mac)

## EXPERIENCE

**Accountant**, 03/2016 - Current

**Aar Corporation** – Kaneohe, HI

- Performed debit, credit and total accounts on computer spreadsheets/databases, using specialized accounting software.
- Received, recorded, and banked cash, checks, and vouchers as well as reconciled records of bank transactions.
- Worked with management to document and offset unusual expense variances in their respective areas.
- Assisted the CFO with the production of the monthly financials, management reports and board packages.
- Coded the general ledger and processed vendor invoice payments.
- Researched and resolved billing and invoice problems.

**Accounting Clerk**, 03/2010 - 03/2016

**Tropicana Entertainment** – Greenville, MS

- Assisted in the creation of vendor contracts for outside vendors.
- Revised and streamlined inefficient work procedures with automation software.
- Reduced time and costs and increased efficiency by introducing new accounting procedures.
- Suggested process improvements to secure prompt and regular receipts for the organization.
- Coded the general ledger and processed vendor invoice payments.
- Executed accounts receivable reporting enhancements and reconciliation procedures.
- Managed accounting operations, accounting close, account reporting and reconciliations.

**Church Administrator**, 03/2006 - Current

**Church Of The City New York** – New York, NY

- Plans and implements appropriate \$140,000 annual budget (average) and accounting systems.
- Balance checking account and investment accounts and submit reconciliation monthly for Pastor's review and approval.
- Developed and implemented a Microsoft Excel Financial Database system for streamlining all financial and charitable contributions record system for the Church; prepares annual contribution statements, year-end financial reports, financial information for committees and the Church as needed or requested.
- Attend to banking operations for deposit (cash handling \$2,000 or more on weekly basis), check writing and Business Banking Online.
- Maintains the Church's Policies and Procedures Manual; administers payroll for Church employees on a semi-monthly basis and all related payroll functions.
- Maintains a church membership database for over 100 members which is keep confidential.
- Monitors and maintains inventory of Church's property and equipment making repairs and/or replacement as necessary.
- Being thoroughly familiar and abreast with the latest computer software used and might benefit the church.

## SKILLS

Account reconciliations, Accounting, Accountant, accounting systems, accounting system, Accounts payable, Adobe Acrobat, agency, Balance, banking, Budget analysis, budget, bi, cash handling, clerical, contracts, cost accounting, Database, fax, FDS, Finance, Financial, Financial analysis, financial management, financial operations, financial reports, financial statements, fiscal management, forecasting, functional, fund accounting, funds, General Ledger, Government, grants, Innovation, maintains inventory, inventory, leadership skills, Macintosh, Mainframe, managerial, managerial accounting, Access, Microsoft Access, Microsoft Excel, Excel, Microsoft Office software, Office, Outlook, PowerPoint, Publisher, Windows, Word, Monitors, newsletter, Payroll, IBM-PC, copier, Policies, processes, profit, Program Development, proposals, QuickBooks, reconciling, record keeping, repairs, reporting, scanner, technical support, phone, time management, type, written, annual reports, year-end

## EDUCATION AND TRAINING

**Master's:** Business Administration, January 2014

**Troy University** - Phenix City, AL

Business Administration

**BBA:** Accounting Management, December 2009

**Columbus State University** - Columbus, GA

Accounting Management

## ACTIVITIES AND HONORS