

# JESSICA CLAIRE

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## SUMMARY

Meticulous Accountant polished in reconciling invoices and expense reports. Brings advanced abilities in multiple accounting software and systems. Versatile and methodical professional with 3 years of vast experience supporting financial services paired with outstanding organizational and leadership abilities.

## SKILLS

- GAAP Accounting
- Account Reconciliation Expert
- Accounts Payable
- Financial Statements
- Journal Entry Preparation
- Expense and Revenue Analysis
- Financial Consulting
- Financial Modeling
- Salesforce CRM
- Great Plains
- SAP

## EXPERIENCE

### **Accountant**, 05/2022 - Current

#### **Bodybuilding** – Henderson, NV

- Maintained point of contact with approximately 150 Suppliers to rectify payment, credits memos, and any other discrepancies with haste.
- Prepared accurate monthly and year-end closing financial statements for one of MidwayUSA board member's contract entity - Cartwright Business and Technology Center.
- Analyzed root causes for discrepancies and generate reports to FS Managers for solutions.
- Initiated communication with logistics and Merchandising departments through exceptions to maximize process key measures and resolve Supplier conflicts.
- Conducted Supplier invoice cycle count (SICC).
- Audited system processes to ensure timely and accurate payables are in accordance with business rules.
- Updated procedures and policies for continuous improvement of the financial processes.
- Processed non-inventory payables through work flow routine to ensure appropriate approvals and compliance aligns with our service agreements.
- Maintained current Supplier/Partner information in financial reporting systems, included but not limited to, EDI.
- Maintained details for Supplier reward programs to ensure timely and accurate collections.

### **Financial Analyst**, 07/2020 - 05/2022

#### **Department Of Agriculture** – New Meadows, ID

- Administered compliance and onboarding paperwork for multiple clients and prospective clients.
- Generated mutual fund reports to garner forecasting, trending and narrative results analysis for management.
- Utilized financial analysis to prepare plans of action for investment.
- Evaluated life insurance quotes and annuity illustrations for both clients and prospect clients.
- Used MorningStar to illustrated concepts with charts and graphs showing historical and forecasted trends.
- Prepared accurate rate of return projections based on the time value of money calculations and historical MorningStar data.
- Thoroughly investigated clientele's cost basis information through Contra-firms platforms, Salesforce, and MorningStar reports.
- Summarized financial information to clearly relay concepts and drive understanding of non-financial leaders.
- Utilized statistical, economic and financial principles and techniques to prepare reports and other requests.
- Facilitated internal auditing with Salesforce reports to ensure timely compliance processing with Contra-firms and clientele's accurate information is recorded.
- Trained potential representatives with compliance reports in Salesforce and MorningStar.
- Managed prospective representatives Contra-firm engagement and communication.
- Worked on Financial Portraits based on, but not limited to, clientele's assets, expenses, and date of termination.

### **Client Service Representative**, 12/2019 - 07/2020

#### **PerkinElmer, Inc.** – Philadelphia, PA

- Cold called prospective clients for better investment options.
- Team leader of research analysis reports on compliance processes through MorningStar data.
- Consulted with existing clients and Contra-firms to maintain accurate profiles for clientele.
- Reviewed and resolved client concerns and issues, researching relevant details and clearly communicating solutions.
- Built sustainable client relationships on trust by applying excellent communication and interpersonal skills.
- Delivered high level of service to clients to both maintain and extend relationships for future business opportunities.
- Collaborated cross-functionally, remaining up-to-date on products, services and policies to inform clients.
- Scheduled and confirmed appointments based on customer availability.
- Documented customer correspondence in CRM (Salesforce) to track requests, problems and solutions.

### **Supply Chain Accounting and Finance Intern**, 06/2019 - 08/2019

#### **PepsiCo** – City, STATE

- Obtained internal control and financial planning skills by communicating with multiple branches.
- Consulted with the logistics management team to determine ways of optimizing service levels while minimizing costs.
- Examined the company's financials through SAP database to identify waste within my branch.
- Examined budget estimates for completeness, accuracy and conformance with procedures and regulations.
- Completed two projects consisting of analyzing costs, formulating action plans, and presenting these plans to the FS department and HQ conference.
- Conducted forecasting and risk analysis assessments to increase financial stability.

## EDUCATION AND TRAINING

### **BACHELOR OF BUSINESS ADMINISTRATION: FINANCE AND BANKING**, 12/2019

#### **University of Missouri** - Columbia, MO

## CERTIFICATIONS

- Licensed Insurance Producer in Missouri - August 2023