

# JESSICA CLAIRE

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## SUMMARY

Detailed accountant with 25 years of experience and extensive knowledge of accounting principles, taxation policies and income tax procedures. Well-organized and diligent about keeping records current, statements accurate and accounts reconciled for fully compliant tracking. Team player with strong technical proficiency and commitment to accuracy in financial data entry and recordkeeping. Polished in spreadsheet creation, report preparation and data analysis. Quick and accurate to meet strict deadlines and manage multiple tasks.

## SKILLS

- GAAP Accounting
- Financial Statements Review
- Accounting Policy and Control
- Tax Liabilities
- Financial Projections
- ERP Software
- Monthly and Annual Journal Entries
- Document Recordkeeping
- Account Reconciliation
- Financial Reporting
- Business Operations and Forecasting
- Report Preparation
- Payroll Management
- Accounting Software Systems
- Journal Entry Preparation
- State Regulation Compliance
- QuickBooks
- Financial Calculation and Analysis
- Bank Statement Reconciliation
- Full-Cycle Accounting
- A/P and A/R
- Payroll Preparation and Processing

## EXPERIENCE

**Accountant**, 09/2020 - 08/2022

**Banner Health** – Tempe, AZ

- Managed accounting activities for over 400 properties units.
- Oversaw full accounting cycle and prepared applicable financial statements in Appfolio.
- Gathered banking transactions via statements, recorded activity in Quickbooks and reconciled balances.
- Analyzed and processed security deposit refunds, and adjust and reconcile between QB and Property Management Program.

**Accountant**, 03/2017 - 08/2020

**Banner Health** – Phoenix, AZ

- Prepared monthly and year-end closing statements, financial documents and invoices.
- Setup sales tax integration for NetSuite and analyzed sales tax nexus for individual States.
- Prepare and review sales tax compliance and filings for over 30 different States and review and assist VAT filings in seven different EU Countries.

**Accountant (Contract)**, 10/2016 - 01/2017

**Banner Health** – Tucson, AZ

- Assisted the venture firm with the \$9 million asset purchase.
- Classified over \$3 million of assets for tax and financial statement depreciation.
- Assisted with listing and valuing inventory, including the finished products, work in process and raw materials.

**Accountant**, 04/2012 - 01/2016

**Carli Suspension, Inc.** – City, STATE

Performed and directed all financial aspects of the company. Implemented controls and policies for the company which it previously did not have. From the time I started until my departure the company doubled annual sales to over six million annually, and employed staff tripled. I lead and helped to implement a new inventory system, and controlled accounts payable accounts that helped our inventory value to triple during that time, reduced accounts payable to a manageable amount, which was a main factor in reducing backorder time from 7 to 8 weeks to a 90% of orders being shipped the same week.

**Accountant / Office Manager**, 05/2008 - 07/2011

**Generation Construction, Inc.** – City, STATE

Administered all accounting and various operational functions for a renovation company with over \$8 million in sales and over 100 employees. Prepared monthly financial statements and daily operation reports for owner and department managers. Coordinated and supervised the various departments to process billing, accounts receivable and payroll.

**Franchise Owner**, 04/2006 - 09/2008

**Mustard Cafe** – City, STATE

Owned and operated franchise restaurant. I worked with the franchisor to build restaurant out. The restaurant was an investment which was successful during time of operation. Along with the operation manager we implemented processes and systems that made our location top among all other franchise locations in gross profit. This was achieved through managing the most important costs in a restaurant operations, payroll and inventory waste.

**Accountant /Principal**, 03/1995 - 07/2008

**Financial Solutions Plus, Inc.** – City, STATE

Started with the company in 1995 and in 2000 was offered and accepted 30% stock ownership. At Financial Solutions Plus I prepared or supervised all aspects of the operation. Our small business clients increased by over 40% and a 45% - 50% increase in tax clients.

- Prepared monthly financial statements for small businesses for either the management or for other reporting purpose.
- Prepared and processed income tax returns for individuals, small businesses, partnerships, and corporations.
- Supervised payroll processing and payroll tax compliance for 60 - 75 companies for 1000+ employees. Financial Solutions Plus, had less than 20 payroll clients, but I implemented new payroll system and hired more staff to increase clients by 300% in two years.

## EDUCATION AND TRAINING

**Bachelor of Science:** Accounting, 04/1996

**California State University - Fullerton** - Fullerton, CA

## CERTIFICATIONS

- QuickBooks Pro Advisor Online and Desktop