

JESSICA CLAIRE

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SUMMARY

Professional Accountant with over 7 year of experience in payroll, accounts payable and receivable, journal entry and general ledger accounting procedures. Familiar with multiple accounting software programs easing transition to new programs. Possess a strong attention to detail, working well in fast-paced environments. Successful and driven professional both as an independent contributor as well as team environments. Worked successfully and thrived as a virtual employee for two years.

SKILLS

- Great Plains
- Intacct
- QuickBooks
- GAAP Accounting
- Cash and Accrual Accounting
- Investment Accounting
- Account reconciliation
- Accounting and bookkeeping
- General ledger accounting
- Non-Profit accounting

EXPERIENCE

2018 to Current

Accountant

Abs Group Of Companies – Hamburg, NY

- Responsible for full accounting process of multiple entities to include bank reconciliations, investment accounting, accounts payable review, general journal entries, account reconciliations, month-end close, year-end close, budget to actual reporting and monthly financial statements
- Accounted for over \$500 Million in grants annually
- Annual 1099 preparation
- Accounting software transition to include data collection/preparation and validation
- Collaborated with other accounting teams to accurately record changes in investment activity
- Involved with the accounting process of approximately 30 entities on a regular basis
- Analyzed financial statements and reports for mistakes and inaccuracies prior to secondary review by management.
- Coordinated budget information between investment team and program team to ensure funding availability
- Liaised with auditors to complete annual audits and maintain compliance with local, state and federal requirements.

2016 to 2018

Accounting Coordinator

Graphic Packaging Holding Co – New Albany, IN

- Responsible for accounts payable, accounts receivable invoicing and collections, check printing, general journal entries and general ledger reports
- Assisted Senior Accountants with month-end and year-end close activities.
- Created and updated Standard Operating Procedure (SOP) for company accounting processes
- Participated in two net working capital close transactions for sale of company and majority shares
- Virtually trained new parent company accounting personnel on processes
- Automated dunning notices for past due invoicing resulting in a 10% reduction of late payments

2015 to 2015

Accounting Administrator

Advantage Sales And Marketing, Llc – Riviera Beach, FL

- Oversaw daily accounting operations to include petty cash, accounts payable, accounts receivable, invoice discounting, check printing, general journal entries, general ledger reports, and creating internal controls
- Proficient in Sage Accounting software and implemented use of the program for accounting purposes
- Implemented petty cash distribution policies and control measures
- Simplified procedures for documentation of short term notes payable
- Reorganized months of previous entries to follow GAAP
- Prepared deposits and processed payments.
- Monitored all account payable and account receivable happenings.

2003 to 2009

Dispatcher/Charter Confirmation and Sales

Coach U.S.A – City, STATE

- Oversaw daily operations through dispatch of bus driver schedules and changes, assignment of last-minute bookings and coordinated relief driver arrangements.
- Managed over \$30,000 of petty cash distributions annually
- Coordinated over 3,000 trips, annually, for several university sporting teams and private charters
- Worked directly with clients to provide rental availability and cost estimates
- Processed charter and daily trip fees
- Created and organized opportunities for revenue generation to increase business growth

EDUCATION AND TRAINING

05/2015

Bachelor of Arts: Accounting

Campbell University, Lundy-Fetterman School of Business - Buies Creek, NC

- 4.0 GPA
- Ranked 1 of 587 for graduating class
- Summa cum laude graduate
- Inducted in the Delta Mu Delta, Alpha Sigma Lambda and Phi Kappa Phi Honor Societies
- President's List Award Recipient for several semesters

ACTIVITIES AND HONORS

- Dale Carnegie Course, Human Relations Award, Class Number 17S-D3 (2017)
- H&R Block Federal Income Tax Preparation Course (2014)
- Member, A Company, 1BSTB, 1BCT, 82nd Airborne Division, Family Readiness Group, Fort Bragg, NC (2011-2012)
- Certificate of Achievement from the U.S. Army for volunteer efforts
- Co-Treasurer, D Company, 35th Engineer Battalion, Family Readiness Group, Fort Leonard Wood, MO (2010-2011)
- Recognized by Base Commanding General for efforts as Family Readiness Group Treasurer