

# JESSICA CLAIRE

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

## PROFESSIONAL SUMMARY

Detail-oriented Accountant with 20 years effectively maintaining accurate accounting information for financial organizations. History working as part of a financial team to manage diverse financial functions, tax filings and regulatory compliance. Detail oriented with extensive knowledge of cash and record maintenance and comprehensive account reconciliations.

## SKILLS

- Intuit QuickBooks specialist
- Tax Accounting Specialization
- Tax Law Understanding
- Superior attention to detail
- Bookkeeping
- MS Office Suite
- Partnership accounting
- Administrative support
- Account Reconciliation
- Business Knowledge

## WORK HISTORY

- 05/2021 to Current    **Accountant**  
**Bancfirst Corporation** – Stroud, OK
- Gathered financial information, prepared documents and closed books.
  - Created budgets and forecasts for management group to meet regular accounting deadlines.
  - Conducted technical and analytical reviews of tax returns to check for accuracy and qualified deductions.
  - Set up and improved accounting systems and processes to meet business needs and maximize operational success.
  - Reconciled accounts and reviewed expense data, net worth and assets.
  - Researched technical tax issues to define tax effect or impact of certain tax positions.
  - Maintained up-to-date knowledge on professional accounting standards to manage financial recordkeeping.
  - Offered advice and direction to help clients better understand financial goals.
  - Prepared and filed tax forms to meet needs of customers.
  - Handled day-to-day accounting processes to drive financial accuracy.
  - Gathered data on taxable income, deductibles and allowances for tax preparation.
- 03/2014 to 12/2017    **Accounting Manager**  
**Alumni Venture Funds** – Manchester, NH
- Managed banking reconciliations and monthly balance sheet statements.
  - Bolstered revenues by creating codes for accounting tasks, cost estimation and revenue generation.
  - Performed banking, business administration and financial tasks to guarantee five-star service for clients.
  - Reduced liabilities by accurately managing tax statements, mailings, journal entries, payments and transfers.
  - Managed journal entries, collection efforts, reconciliations and payroll processing.
- 12/2011 to 05/2012    **Tax Professional**  
**H&R Block** – Fresno, CA
- Completed and filed returns with tax departments at local, state and federal levels.
  - Prepared tax returns for clients in various industries according to government regulations and requirements.
  - Maintained complete records of client tax returns and supporting documentation in secured areas.
  - Reviewed available data and compared against tax code to determine exemptions, deductions and potential liabilities.
  - Provided information about available products and services to clients, resulting in increased business opportunities.
  - Facilitated communication between clients and tax authorities.
  - Facilitated integration of modern tax software with client accounting software.
  - Prepared written responses or tax return amendments to resolve state and federal notices.
  - Reviewed clients tax filing papers thoroughly to determine eligibility for additional tax credits or deductions.
  - Prepared tax returns, extensions, tax planning calculations and write-ups for organizations and entities.
- 12/2004 to 05/2010    **Senior Tax Advisor**  
**Dte Energy** – Gaylord, MI
- Delivered comprehensive tax documentation required for accurate individual and corporate returns.
  - Consulted with clients to assess and mitigate future tax liabilities and determine eligibility for tax abatement.
  - Facilitated communication between clients and tax authorities.
  - Contacted IRS or other relevant government organizations on behalf of client to address issues related to tax self-preparation.
  - Reviewed available data and compared against tax code to determine exemptions, deductions and potential liabilities.
  - Prepared tax returns, extensions, tax planning calculations and write-ups for organizations and entities.
  - Reviewed clients tax filing papers thoroughly to determine eligibility for additional tax credits or deductions.
  - Interviewed clients to collect information and gather necessary paperwork prior to preparing tax returns.
  - Completed and filed returns with tax departments at local, state and federal levels.
  - Prepared written responses or tax return amendments to resolve state and federal notices.
  - Provided information about available products and services to clients, resulting in increased business opportunities.
  - Prepared tax returns for clients in various industries according to government regulations and requirements.
  - Maintained complete records of client tax returns and supporting documentation in secured areas.

## EDUCATION

- 02/2021    **Bachelor of Science: Accounting**  
**Indian River State College** - Ft. Pierce, FL
- 08/2015    **Associate of Arts: Accounting**  
**Indian River State College** - Ft. Pierce, FL
- 04/2002    **Associate of Applied Science: Accounting And Business Management**  
**Berkeley College** - New York, NY