

Jessica Claire

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Professional Summary

Organized Accountant with 5 years of managing accurate accounting information, financial report support, bookkeeping and corporate operations. Astute financial professional with keen eye for detail and high level of integrity. . Familiar with managing schedules, directing teams and overseeing closing processes. Well-versed in ledger updates and report writing. Exceptional interpersonal, communication and multitasking abilities. Works well in large teams in corporate environments

Skills

- Financial Statements and projections
- File Maintenance, Journal Entry Preparation
- Monthly and Annual Journal Entries
- Personnel Recordkeeping Review and Cash Analysis
- Inventory Verification, Assessment and Fixed Asset Management
- Stock Valuation and Document Recordkeeping
- General Ledger and Intuit QuickBooks

Work History

- 08/2020 to Current

Accountant

Bd (Becton, Dickinson And Company) – Michigan; Detroit, MI

 - Gathered financial information, prepared documents, and closed books.
 - Documented cash, credit, fixed assets, accrued expenses and line of credit transactions.
 - Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and cash and banking reconciliations.
 - Reconciled accounts and reviewed expense data, net worth and assets.
 - Supported monthly reporting analysis to achieve validation of internal reports and to reconcile production operations and general ledger.
 - Evaluated and improved accuracy and completeness of financial records.
 - Prepared documents, reports and presentations for executives and board members using advanced software proficiencies.
 - Documents financial transactions by entering account information.
 - Recommends financial actions by analyzing accounting options.
 - Maintains accounting controls by preparing and recommending policies and procedures.
 - Reconciles financial discrepancies by collecting and analyzing account information.
 - Prepares payments by verifying documentation and requesting disbursements.
 - Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- 09/2018 to 05/2020

Administrative Officer

Department Of Labor – San Antonio, TX

 - Managed files and records for clients and adhered to safety procedures to prevent breaches and data misuse.
 - Oversaw office inventory activities by ordering and requisitions and stocking and shipment receiving.
 - Supervised and guided new employees and responded quickly to questions to improve understanding of job responsibilities.
 - Prepared reports to assist business leaders with key decision making and strategic operational planning.
 - Manage office supplies stock and place orders
 - Prepare regular reports on expenses and office budgets
 - Maintain and update company databases
 - Organize filing system for important and confidential company documents
 - Answer queries by employees and clients
 - Update office policies as needed
 - Maintain company calendar and schedule appointments
 - Book meeting rooms as required
 - Distribute and store correspondence (e.g., letters, emails and packages)
 - Prepare reports and presentations with statistical data, as assigned
- 07/2016 to 03/2018

Account Officer

Redeem Christain Church (RCCG) NGO – City, STATE

 - Built and strengthened relationships with new and existing accounts to drive revenue growth.
 - Prospected new clientele through networking, cold calling, canvassing and referrals.
 - Strengthened customer relationships with proactive and collaborative approach to managing needs.
 - Reviewed accounts monthly to monitor and track customer satisfaction and complaints.
 - Contacted customers as issues arose to provide prompt resolutions.
 - Identified client business needs by gaining understanding of goals, objectives and processes.
 - Negotiated sales deals between customers and agency, resulting in mutually beneficial agreements and cultivated relationships.
 - Responded to requests for information and resolved issues quickly.
 - Secured high-value accounts through consultative selling, effective customer solutions and promoting compelling business opportunities.
 - Drove growth in [Area] by implementing operational process improvements

Education

- 02/2021

MBA: Business Administration And Management

University of Phoenix - Tempe, AZ
- 11/2020

Associate of Science: ACCOUNTING

University of Phoenix - Tempe, AZ
- 06/2012

Bachelor of Science: ACCOUNTING AND FINANCE

LAGOS STATE UNIVERSITY - NIGERIA

Affiliations

- American Institute of Certified Public Accountants

Languages

- English:
- Negotiated: