

JESSICA CLAIRE

✉ resumesample@example.com

☎ (555) 432-1000

📍 Montgomery Street, San
Francisco, CA 94105

SKILLS

- Accounts Receivable & Payable
- Analytical reasoning
- Microsoft Access, Excel, Word, PowerPoint, Outlook, and Publisher
- Financial reporting
- Excellent written and verbal communication
- Journal entries expertise
- Team organizer and team player
- Data entry
- Expert in customer relations
- Account reconciliation
- PeopleSoft knowledge
- Compass Knowledge
- General ledger accounting
- Research skills
- Invoice expertise
- Strong organizational skills
- Budget forecasting
- Detailed-oriented

EDUCATION

Georgia Southern University
Statesboro, GA • 2012

Bachelor of Business

Administration: Finance GPA:
HOPE Scholarship Recipient GSU
Majorette National Honor Society
HOPE Scholarship Recipient
GSU Majorette
National Honor Society

PROFESSIONAL SUMMARY

Flexible Accountant who adapts seamlessly to constantly evolving accounting processes and technology. Adept in utilizing analytical and technical skills to contribute to the financial stability of the firm.

WORK HISTORY

Waste Management - Accountant

Cortez, CO • 11/2014 - Current

- Tracks all capital spending against approved capital requests.
- Manages vendor accounts through our Digirad clinics.
- Deposits checks within our database.
- Prepares and inputs journal entries into the general ledger for month end close.
- Processes accruals based on analysis for different cost centers.
- Handles supplemental payroll for physicians and midlevels.
- Reconciles reports among cost centers.
- Prepares invoices for our vendors.
- Analyzes and interprets account records.
- Creates financial reports for the Department of Internal Medicine.
- Compiles financial information used for our quarterly variable compensation plan.
- Checks the general ledger for processed or received payments.
- Assisted in stock project and compared different banks' income and expense statements with Georgia Southern Provided customer service by greeting customers, explaining sales, and showing merchandise.

Vulcan Materials Company - Patient Coordinator/Access Representative

Rains, SC • 01/2013 - 10/2014

- Checked patients in.
- Updated information in charts.
- Scheduled testing procedures.
- Keyed office charges.
- Obtained insurance precertification on procedures.
- Solved issues and conflicts on a daily bases.
- Took incoming calls and messages while running the front desk.
- Collected payments on accounts.
- Reconciled & balanced batches at the end of each day.

Radiant Logistics, Inc. - Internship

Alexandria, VA • 04/2012 - 06/2012

- Assisted in stock project and compared different banks' income and expense statements with Georgia Southern Lecturer E. Sibbald through a miniature internship.

Frills And Fancies - Sales Associate

City, STATE • 2009 - 04/2010

- Provided customer service by greeting customers, explaining sales, and showing merchandise.