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# JESSICA CLAIRE

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## PROFESSIONAL SUMMARY

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Casino Accountant with 21 years experience in the casino accounting operations in 3 casinos. In-depth knowledge of casino internal controls, operations management and casino accounting.

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## SKILLS

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- Casino accounting
- Title 31 Compliance
- Microsoft Excel, Word, Powerpoint

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## WORK HISTORY

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**Accountant**, 05/2014 - Current

**Anova** – Saint Louis, MO

- Maintained integrity of general ledger, including the chart of accounts.
- Compiled general ledger entries on a short schedule with nearly 100% accuracy.
- Generated financial statements and facilitated account closing procedures each month.
- Prepared and filed NGC, Sales & Use tax, ASCAP and BMI forms.

**Controller**, 08/2008 - 05/2014

**Avl** – Bietigheim-Bissingen, DE

- Performed general accounting functions, including preparation of journal entries, account analysis and balance sheet reconciliations.
- Prepare journal entries for finance reports.
- Update ICS for compliance with the GCB MICs.
- Manage all Audit staff, Count Team, Accounts Payable, and Purchasing, including – but not limited to – training issues, evaluations, and associated personnel issues.
- Complete and file all necessary tax forms related to NGCs and Sales and Use tax.
- Title 31 compliance and training. Prepare and file all CTR-Cs for the Casino

**Revenue Audit Supervisor**, 07/1995 - 08/2008

**Atlantis Casino Resort Spa** – Reno, NV

- Casino and Non-Casino revenue audits for the Daily Operating Report (DOR) and preparation for journal entries from the monthly closings.
- Perform all gaming audit functions and Compliance Officer duties in compliance with GCB regulations and MICS requirements.
- Function as an Assistant to the Director of Finance
- Manage all audit staff and count teams

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## EDUCATION

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**High School Diploma**

**Mohave High School**

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## ADDITIONAL INFORMATION

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