

# JESSICA CLAIRE

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## Professional Summary

Detail-driven accounting professional offering 16+ years in a variety of environments. Creating and examining accounting records, financial statements and financial reports to assess accuracy and compliance with generally accepted accounting principles and standards. Proven record analyze accounting processes, identify deficiencies and formulate and implement corrective action plans to achieve compliance and mitigate risk.

## Skills

- Effective and Professional Communication
- Operational and Ad-Hoc Reporting
- Financial Reporting
- Discrepancy Reconciliation
- Journal Entry Preparation
- GAAP Accounting Practices
- Data Analysis
- Problem Solving
- Verbal and Written Communication
- Attention to Detail
- Flexible and Adaptable
- ERP Software

## Work History

**Staff Accountant**, 04/2022 to Current

**Autozone, Inc. – Kentwood, MI**Bridgeton, NY

- Collected and arranged financial information and entered details into Sage financial management system.
- Used advanced Excel skills to capture financial data for month-to-month, year-to-year actual, budget and forecast comparisons.
- Executed financial reporting, managing accounts, schedules, reconciliations, event settlements and month-end accruals.
- Created journal entry schedules to improve efficiency, support and documentation of accounting processes.
- Generated owner management reports including daily Cash Position and Account Receivable collection strategies.

**Accountant**, 02/2022 to 04/2022

**D.B. Roberts – Plano, TX**

- Applied knowledge of regulations, employment law and tax code to keep operations in compliance with applicable standards.
- Investigated payroll variances and employee claims to resolve discrepancies and balance financial records.
- Performed calculations in overtime, vacation and sick hours to provide accurate data to payroll processing database.
- Verified and submitted timekeeping information for accurate and efficient payroll processing.
- Reviewed time records for 1200 employees to verify accuracy of information.

**Customer Service Representative**, 06/2017 to 06/2021

**Afs Acceptance – Philadelphia, PA**

- Responded to participant requests, offering excellent support and tailored recommendations to address needs.
- Processed claims for reimbursement of eligible expenses according to IRS guidelines.
- Educated participants on various available Flexible Spending Arrangements including advantages and limitations of each.
- Aided participants regarding issues with purchases made using plan issued debit card and required documentation.
- Delivered excellent customer service, resulting in consistent 3 Top Performer Awards in 12 month period.

**Business Analyst**, 02/2012 to 12/2016

**All Day Kitchens – Chicago, IL**

- Assessed business needs and problem areas to create focused solutions.
- Elicited and documented requirements tested and managed implementation of corporate system enhancements.
- Identified data error that caused \$22 million reporting error, determined corrective action, informed programmers of changes, and advised management on resulting past and future business impacts.
- Took ownership and defined Data Mart requirements, developed scripts needed for ETL process, tested process, managed implementation and problem solved production issues for Special Purpose Vehicle reporting.
- Coordinated data migration and consolidation to new Point of Sale system, tracing source data to tables, validating accuracy within table and user interface.
- Organized system infrastructure documentation and operating procedures, strengthening controls and enhancing overall performance.
- Developed flowcharts and diagrams to describe and lay out logical operational steps.

**Accounting Manager**, 07/2006 to 01/2012

**Company Name – City, State**

- Managed journal entries, collection efforts, reconciliations, payroll, and commissions processing.
- Managed banking reconciliations and monthly balance sheet statements.
- Reduced liabilities by accurately managing tax statements, mailings, journal entries, payments and transfers.
- Applied mathematical abilities to calculate and check figures in accounting systems.
- Investigated daily variances and corrected errors to resolve discrepancies.
- Implemented budget and expense controls and financial policies by analyzing income and expenditures
- Tracked business revenue and expenditures and reconciled accounts to maintain high accuracy.
- Prepared cash flow projections, cost analysis and monthly, quarterly and annual reports.
- Established and checked coding procedures, monitored reports and updated internal files.
- Performed routine closings, maintained clean, accurate and accessible records and kept close eye on transaction updates throughout each quarter.
- Checked payroll, vendor payments, commissions and other accounting disbursements for accuracy and compliance.
- Optimized organizational systems for payment collections, AP/AR, deposits and recordkeeping.
- Managed 2 employees with continuous coaching and mentoring.
- Drove implementation of integrated policy management, agency, commissions, payroll and accounting software to automate office operations.
- Implemented budget and expense controls and financial policies by analyzing income and expenditures.
- Managed journal entries, collection efforts, reconciliations and payroll processing.
- Completed bi-weekly payroll for company employees.
- Organized budget documentation and tracked expenses to maintain tight business controls.
- Stayed on top of applicable federal and state requirements to minimize legal and financial risks.
- Prepared internal and regulatory financial reports, balance sheets and income statements.
- Established and enforced internal controls, workflows and policies for tracking, reconciling and reporting on accounting activities.

## Education

**Bachelor of Science: Finance**, 05/1987

**Indiana University - Purdue University Indianapolis - Indianapolis, IN**

## Certifications

Public Management

FLMI