

# JESSICA CLAIRE

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

## Summary

Versatile finance and accounting professional with 15 years of experience and proficiencies in financial reporting and analysis. Well-versed in updating and standardizing controls and streamlining procedures to increase productivity and reduce errors. Superior account management and reconciliation skills leading to achievement of desired results.

## Skills

- Monthly and Annual Journal Entries
- Problem-Solving
- Accounting Procedures Validation
- Account Reconciliation
- Accounting Policy and Control
- GAAP Accounting Practices
- Financial Reporting
- Verbal and Written Communication
- Decision Making
- Accounting Records Analysis
- Financial Statements Review
- Information Systems Examination
- Document Recordkeeping
- Report Preparation
- Relationship Building
- Financial Projections
- Accounting Software Systems
- Documentation and Reporting
- Customer Service
- Process Improvement
- Regulatory Compliance
- Financial Statement Review
- Revenue Forecasting
- Cost Reduction
- Mathematical Calculation and Reasoning
- Process Improvements

## Experience

### Accountant , 10/2013 to Current

#### Banner Health – Tucson, AZ

- Examined budgetary and proprietary financial statements to review appropriations financial performance.
- Prepared monthly and year-end closing financial statements
- Examined budget estimates for completeness, accuracy and conformance with procedures and regulations.
- Summarized and interpreted current and projected Us Marine Corps Appropriation financial position for other managers.
- Conducted statistical analyses to determine trends and significant changes and wrote narrative reports explaining findings.
- Monitored budgetary and proprietary financial statements to evaluate financial performance.
- Applied mathematical skills to calculate totals, check figures, and correct problems with digital accounting files.
- Analyzed monthly Appropriation budgeting and accounting reports to maintain obligations and expenditure controls.
- Interacted with internal and external auditors to help complete audits and resolve issues.
- Conducted financial analysis and research to advise Military management on forecasting decisions.
- Summarized and interpreted current and projected appropriation financial position for other managers.
- Interacted with internal and external auditors to help complete audits and resolve issues.
- Led the effort of Internal controls testing of processes and accounting policies to maintain and strengthen internal controls.
- Created, reviewed, and updated Standard Operating Procedure manuals, ensuring latest processes were captured.
- Collaborated with peers to meet strategic objectives.
- Participated in and contributed to meetings by sharing concerns and ideas for improvements.
- Created, reviewed, and updated Journal Voucher Guidance White Papers, ensuring current laws, regulations and guidance are followed.

### Accountant - Leader in Motion Development, 03/2010 to 10/2013

#### Department Of Defense Finance And Accounting Service – City, STATE

- Accepted into and successfully completed the Agency's highly competitive Leadership Development Program (Leaders in Motion)
- Completed several six month rotations in various departments throughout the agency to gain a broad understanding of the financial operation
- Observed confidentiality rules in job duties to improve overall data integrity and meet regulations.
- Maintained current understanding of federal accounting procedures to prevent legal or compliance issues.
- Supported Agency initiative projects by coordinating files, preparing deliverables and updating tracking spreadsheets.
- Demonstrated critical and strategic thinking developed from working on different tasks and projects.
- Provided assistance to lead accountant and learned steps involved for month-end and Year-end closing.
- Assisted with smooth preparation of monthly journal entries and accounts reconciliation.
- Assisted with end-of-year accounting and internal audit processing.

### Accountant/Associate Business Manager, 08/2007 to 02/2010

#### Washington Group International – City, STATE

- Compiled timely business reports, prepared presentations and updated and maintained electronic records with absolute accuracy.
- Worked closely with customers, internal teams, vendors and suppliers to deliver on high-profile, complex projects.
- Collaborated and built trust within organization and with customers, meeting or exceeding expectations.
- Improved tools to enable better tracking and business analysis.
- Compiled and reviewed financial results and project plans to communicate to Vice President of Finance.
- Analyzed financial data to determine efficient use of resources.
- Reported on project financial performance metrics to evaluate ROI, Day's Sales outstanding, and Return on Capital Employed per project.
- Used variety of financial software packages to produce finance and accounting reports.

## Education and Training

### MBA: Accounting , 05/2009

#### Indiana Wesleyan University - Marion, IN

- Cum laude graduate

### BBA: Finance, 12/2005

#### Kent State University - Kent, OH

## Certifications

- Lean Six Sigma GreenBelt Certification, Defense Finance & Accounting Services - 2012