

JESSICA CLAIRE

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☎ (555) 432-1000

📍 Montgomery Street, San Francisco, CA 94105

SKILLS

- Account reconciliation specialist
- Intuit QuickBooks specialist
- Hyperion Financial Management specialist
- Financial modeling capability
- ERP (Enterprise Resource Planning) Software
- Corporate Tax Planning Knowledge
- Calculating Liabilities
- Advanced Bookkeeping Skills
- Account Reconciliation Processes
- Financial Statements Expertise
- General Ledger Accounting Expertise
- Finance
- MS Office Suite
- Account Reconciliation
- Bookkeeping

EDUCATION

Raul Cepero Bonilla
Cuba • 07/2006

Bachelor's

Camilo Cienfuegos
Matanzas

6to Año De Universiad:
Accounting

PROFESSIONAL SUMMARY

Experienced Accountant proficient in laws and procedures governing business operations, tax filings and regulatory compliance. Handles detail-oriented work in methodical and organized fashion. Leverages field expertise, resourcefulness and diligence to make positive impact on business operations.

Seasoned Accountant bringing more than 10 years of experience directing accounting systems for diverse business groups. Industrious and cost-conscious with excellent project management abilities. Goal-focused Accountant with record of accurate reporting and budget management. Offering 10 years of experience handling all finances for 10 locations, including payroll, budgets, reports, audits, journals, expenditures and payments.

Emerging accounting professional ready to develop career foundation with expanding operation. Dedicated to keeping records accurate and controls tight to meet all business needs. Systematic and well-organized with strong attention to detail, mathematical acumen and GAAP knowledge. Familiar with managing schedules, directing teams and overseeing closing processes. Well-versed in GAAP, ledger updates and report writing. Exceptional interpersonal, communication and multitasking abilities.

Adept at managing budgets, payroll, invoicing and all other general accounting functions. Instrumental in keeping business operations fully compliant and working within budgetary guidelines. Fastidious in tracking all expenses and reconciling accounts.

WORK HISTORY

A Helping Hand Homecare - Accountant
Houston, TX • 09/2019 - Current

- Strengthened financial management processes to bring errors to near-zero in reporting, payroll administration and general bookkeeping.
- Helped clients navigate interactions with tax authorities and legal concerns related to financial matters.
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and all types of cash and banking reconciliations.
- Conducted detailed technical and analytical review of federal/state corporate, partnership and S corporation tax returns, FAS 109 provisions, and quarterly estimates prepared by associates.
- Prepared and filed 1040 and 1120 tax forms for commercial and individual clients.
- Managed entire accounting cycle including gathering information, preparing documents, finalizing reports and closing books.
- Set up and improved accounting systems and processes to meet business needs and maximize effectiveness of operations.
- Analyzed and researched reporting issues to improve accounting operations procedures.
- Reviewed accounting structures and procedures on regular basis to identify areas in need of improvement.
- Generated financial statements and facilitated account closing procedures each month.
- Maintained up-to-date knowledge on permits, certificates and documents mandatory for government departments.
- Filed tax returns and prepared governmental reports in compliance with strict standards.
- Proactively researched technical tax issues related to consulting projects.
- Modified comprehensive financial reporting package to reflect growing organizational complexity.
- Collected and arranged financial information and entered details into [Software] financial management system.
- Improved efficiency of operations, including data collection, analysis and modeling, to enhance practices and increase customer retention.
- Performed advanced reviews of business operational trends and expected obligations to prepare accurate forecasts.
- Followed up with customers to collect specific financial information and verify details for preparation of annual 1095 forms.
- Interviewed students to gather important tax-related information, including taxable income, deductibles and allowance information.
- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Optimized and managed research and development spending through collaboration with key business leaders.
- Tracked financial progress by creating quarterly and yearly balance sheets.
- Reconciled accounts and reviewed all materials, including surplus, income, expense data, net worth and assets.
- Partnered with auditors on annual audits and realized compliance with governmental tax guidelines.
- Prepared documents, reports and presentations for executives and board members using advanced software proficiencies.
- Analyzed monthly balance sheet accounts for corporate reporting.
- Supported monthly reporting analysis to achieve validation of internal reports and to reconcile production operations and general ledger.
- Drove client satisfaction by identifying maximum adjustments, deductions and credits.
- Identified and investigated variances to financial plans and forecasts.

A Helping Hand Homecare - Accountant
Phoenix, AZ • 08/2017 - 04/2019

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Ascena Retail Group - Manager
Nashua, NH • 10/2016 - 12/2017

- Improved operational planning and business frameworks to enhance resource utilization and reduce waste.
- Applied strong leadership talents and problem-solving skills to maintain team efficiency and organize workflows to meet any daily demand.
- Trained and guided team members to maintain high productivity and performance metrics.
- Maintained team efficiency by strategically delegating daily activities, monitoring output and rewarding positive contributions.
- Boosted team member productivity by enhancing performance monitoring and instituting motivational approaches.
- Reduced workflow inconsistencies by recruiting and hiring capable staff members.

Associated Clinical Laboratories, L.P. - Technical Assistant
Olean, NY • 04/2016 - 10/2016

- Gathered, organized and distributed technical documentation.
- Created support documentation that empowered and enabled user community to extend skills, leverage system features and find resolutions to questions without intervention from support team.

ADDITIONAL INFORMATION

- Microsoft Office (10 años o mas)
- Cursos de Taxes Personales y Corporativos (2 años)
- Registered Behavior Technician (June 2020)