

# Jessica Claire

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## SUMMARY

Motivated Accountant proficient in MS Office and accounting software. Bringing 10 years of hands-on experience managing payroll functions and maintaining accounts payables. Independent and self-motivated team player possessing outstanding mathematics and analytical abilities.

## SKILLS

- GAAP Accounting
- Account Reconciliation Expert
- Journal Entry Preparation
- Financial Statements Review
- Processing Checks and Invoices
- Inventory Assessment
- GAAP Accounting Practices
- Accounting Policy and Control
- Accounting Software Systems
- Accounting Records Analysis
- Financial Controls
- Payroll Auditing
- Audit Preparation
- Monthly and Annual Journal Entries
- Document Recordkeeping
- Financial Statements

## EXPERIENCE

### ACCOUNTANT

03/2017 to CURRENT

#### Blue Ridge Healthcare System, Inc.. | Morganton, NC

- Summarized and interpreted current and projected company financial position for other managers.
- Applied mathematical skills to calculate totals, check figures, and correct problems with physical and digital files.
- Calculated and prepared checks for utilities, taxes and other payments.
- Interacted with internal and external auditors to help complete audits and resolve issues.
- Analyzed monthly department budgeting and accounting reports to maintain expenditure controls.
- Conducted statistical analyses to determine trends and significant changes and wrote narrative reports explaining findings.
- Examined financial statements and income statements to review company's financial performance.
- Developed and documented business processes and accounting policies to maintain and strengthen internal controls.
- Examined budget estimates for completeness, accuracy and conformance with procedures and regulations.
- Reviewed financial information detailing assets, liabilities and capital and prepared balance sheets and profit and loss statements.
- Monitored balance sheets and income statements to evaluate financial performance.
- Maintained accurate invoice summaries and collection records to enhance monitoring of billing and cash inflows.
- Analyzed revenue and expenditure trends and recommended appropriate budget levels to business operations leaders.
- Prepared monthly and year-end closing statements, financial statements.
- Conducted financial analysis and research to advise senior management on forecasting decisions.
- Verified documented and requested disbursements to facilitate payments.
- Tracked employee payroll processes to verify timely reporting and avoid late fees.
- Facilitated and completed annual financial statement audits and reviewed results.
- Managed accounting, payroll and financial reporting activities.
- Updated billing procedures to improve overall efficiency and reduce accounts receivable.
- Compiled, prepared and filed federal and state tax returns in compliance with regulatory standards.
- Administered payroll for employees and oversaw corporate payroll reconciliation and tax activities.
- Managed AP and AR operations, coordinating staff workflows and reviewing completed work to reduce errors.

### ACCOUNTANT

03/2011 to 03/2017

#### Blue Ridge Healthcare System, Inc.. | Valdese, NC

- Assisted CEO/Owner with all office aspects
- I handled all phone and online media presence
- Reconciled all bank accounts and expense reports
- Filed taxes for all years at close of business
- Handled all billing and collection of invoices.
- Summarized and interpreted current and projected company financial position for other managers.
- Applied mathematical skills to calculate totals, check figures, and correct problems with physical and digital files.
- Interacted with internal and external auditors to help complete audits and resolve issues.
- Examined budget estimates for completeness, accuracy and conformance with procedures and regulations.
- Reviewed financial information detailing assets, liabilities and capital and prepared balance sheets and profit and loss statements.
- Monitored balance sheets and income statements to evaluate financial performance.
- Prepared monthly and year-end closing statements, financial documents and invoices.
- Charged expenses to accounts and cost centers by analyzing invoice and expense reports.
- Created receiving reports and updated vendor balance sheets to record accounts payable.
- Prepared and posted weekly payments to vendors and suppliers.
- Input payment history and other financial data to keep customer accounts up-to-date in system.
- Researched and resolved billing inconsistencies and errors through individual and collaborative analysis.
- Managed all payments processing, invoicing and collections tasks.
- Managed account receivables to maintain payments within net terms.
- Verified accuracy of information and resolved discrepancies with vendors before entering invoices for payment.
- Generated and distributed month-end statements for customers and resolved related concerns.
- Input statement information, reconciled accounts and resolved discrepancies.
- Developed strong professional rapport with vendors and clients.
- Reconciled codes against services rendered.
- Processed invoice payments and recorded information in account database.
- Trained new team members on company policies and accounting systems to keep team operations productive and efficient.
- Performed data import, scanning or manual keying processes to verify invoice accuracy.
- Executed account updates and noted account information in company database.
- Investigated past due invoices and delinquent accounts to generate revenues and reduce number of unpaid and delinquent accounts.
- Completed billing audits in identified timeframes to report and investigate findings.
- Leveraged integrated billing software to submit accurate claims.
- Reconciled financial accounts using SAP software.

### HUMAN RESOURCES MANAGER

04/2008 to 03/2011

#### Dependable Cleaners | City, State

- Handled all inbound calls
- Implemented new filing and organization system
- Worked with management to create performance measurement, employee development and employee compensation strategies.
- Used data and analytics to improve company processes for recruitment, selection and onboarding.
- Managed delivery of customer-focused HR services to company to increase hire rate and reduce churn.
- Identified operational weaknesses to improve or innovate people, programs and processes.
- Used HR website and other media to communicate HR processes, increasing understanding and consistent use.
- Recruited new employees and built relationships, driving visibility.
- Developed hiring and recruitment policies to drive transparent and fair hiring process for selecting candidates on basis of merit and relevance with job.
- Directed HR programs, policies and processes to improve operational efficiency.
- Supported top talent identification processes by interviewing candidates and executing onboarding, orientation and benefits processes.
- Handled sensitive employee and company information with highest level of confidentiality and discretion.
- Advised leadership on vacation and sick time, benefits, job services and employment discrepancies.
- Held exit interviews and documented information discussed with employees.
- Safeguarded human resource information, maintaining employee confidence and protecting operations.
- Researched and analyzed recruitment data to provide detailed statistical reports.
- Conducted background checks and orientation, coordinating new employee onboarding process.
- Worked cross-functionally to optimize efficiency and execute on HR business processes.
- Maintained human resources records by processing applications and resumes.
- Assisted candidates with application processes by answering questions about application, performing background checks, providing I-9 forms and handling drug screening paperwork.
- Assisted with recruitment initiatives by interviewing and talent sourcing.
- Provided essential support to address individual HR needs of employees.
- Consulted with internal clients to evaluate labor trends and competitor talent insights for pointed candidate selection.
- Established and generated various reports to verify HR compliance.
- Developed recruitment updates to review trends, competitive intelligence and talent demographics.

## EDUCATION AND TRAINING

### Master of Science | Accounting

05/2015

Devry University, Pittsburgh, PA

GPA: 3.4

### Bachelor of Science | Business

05/2008

Franciscan University of Steubenville, Steubenville, OH