

Jessica Claire

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SUMMARY

Dynamic and highly qualified A/P and A/R with extensive knowledge of accounting principles, taxation policies and income tax procedures. Well-organized and diligent about keeping records current, statements accurate and accounts reconciled for fully compliant tracking, reporting and auditing of financial records. Knowledgeable about federal and GAAP standards.

SKILLS

- Tax return filing
- Year-end close
- Tax Preparation
- A/P and A/R
- General ledger entries
- Accounts payable
- Accounting and bookkeeping
- Customer relations
- General ledger accounting
- Bill payment
- Vendor account monitoring
- Petty cash disbursement
- Internal controls
- Account reconciliation
- ERP System - QuickBooks Online/ Desktop, Sage 100, Oracles, , Buildium,Xero
- Vendor relationships
- Invoicing and billing
- GAAP principles
- Good work ethic
- Microsoft Office
- Flexible schedule
- Organization
- Active listening

EXPERIENCE

CONSULTANT 10/2022 to CURRENT

National Financial Partners Corp. | Beltsville, MD

- Prepared monthly and year-end closing statements, financial documents and invoices.
- Tracked employee payroll processes to verify timely reporting and avoid late fees.
- Reviewed financial information detailing assets, liabilities and capital and prepared balance sheets and profit and loss statements.
- Applied mathematical skills to calculate totals, check figures, and correct problems with physical and digital files.
- Maintained accurate invoice summaries and collection records to enhance monitoring of billing and cash inflows.
- Calculated and prepared checks for utilities, taxes and other payments.
- Interacted with internal and external auditors to help complete audits and resolve issues.
- Coded invoices and other records to maintain organized and accurate records.
- Prepared and updated vendor files, tax documents and insurance information.
- Used ERP system to verify and reconcile invoices and purchase orders.
- Worked with vendors to reconcile aging statements and respond to email inquiries.
- Leveraged accounting software to process accounts payable and receivable entries.
- Reconciled accounts by identifying errors or omissions, applying accounting standards.
- Charged expenses to accounts by analyzing expense reports.
- Reviewed purchase documents and company receipts for reconciliation with statements.
- Maintained full compliance when executing and tracking bank reconciliations, A/P, invoicing, billing and collections.
- Performed basic accounting, payroll and bookkeeping services to manage business operations.
- Reconciled vendor statements to assist in monthly closings.
- Entered deposits, credit card charges and sales entries to facilitate cash management.
- Prepared bank reconciliations, managed field audits and reviewed accounting records for accuracy.
- Processed invoices and checks, and maintained daily cash logs and deposits.
- Organized and maintained chart of accounts, and updated monthly entries and adjustments of ADP payroll entries and monthly accruals.
- Performed bi-weekly payroll and coordinated record keeping.
- Handled AP, ledger, reconciliation and statement requirements to maintain records accuracy, integrity and compliance.

ACCOUNTANT 02/2018 to 09/2019

Black & Veatch Corporation | Livermore, CA

- Bangkok, Thailand
- Managed accounts payable, accounts receivable, bank reconciliations and payroll function.
- Prepared month-end closing entries for detailed reporting and recordkeeping.
- Coded invoices and other records to maintain organized and accurate records.
- Managed payroll processing and changes for [15] employees.
- Processed payroll and reviewed employee liability balances in support of HR objectives.
- Prepared P&L reports and financial statements for review by management.
- Collaborated with accounting associates to improve reconciliation processes.
- Reviewed AP general ledger entries and deposits for contract compliance.
- Gained accounting efficiency and improved documentation coordination through development of optimal journal entry schedules.
- Managed financial operations, month-end reporting, financial schedules and reconciliations.
- Assessed data and information to check entries, calculations and billing codes for accuracy.
- Applied mathematical skills to calculate totals, check figures and correct problems with physical and digital files.
- Defined and implemented optimized cost and budget processes to support budget control.
- Tracked income and expenses for business using accounting software.
- Prepared schedules for auditing at year-end.
- Administered biweekly payroll to ensure accurate and timely employee compensation.

ACCOUNTS RECEIVABLE 03/2017 to 01/2018

Colliers International | Minnesota, GA

- Bangkok, Thailand
- Reconciled bank and credit card accounts monthly.
- Followed detailed end-of-month accounting procedures to verify proper balancing of accounts and readiness for new month.
- Processed customer payments and set up payment plans.
- Resolved vendor and employee inquiries about invoices and purchases quickly through research.
- Verified vendor accounts by reviewing documentation, rectifying issues and contacting account holders.
- Maintained accuracy when reviewing and reconciling general ledger.
- Reviewed vendor invoices and expense reports, identifying discrepancies.
- Verified items billed against items received and followed-up with vendors and employees to reconcile variances.
- Researched and resolved collections disputes to maintain customer relationships.

ACCOUNTS PAYABLE 10/2015 to 03/2017

Freeman Health System | Frontenac, KS

- Bangkok, Thailand
- Checked accounting system on regular basis to monitor transactions.
- Followed company's strict rules and procedures to maintain data integrity and confidentiality.
- Used exemplary communication and interaction skills to build strong working relationships with partners, employees and clients.
- Analyzed and reconciled general ledger accounts and prepared journal entries.
- Identified account aging issues, communicated to account holders and quickly resolved problems.
- Oversaw monthly inter-company invoice preparation to related companies and processed payments.
- Paid vendors and verified accounts and payment totals.
- Handled all invoices and purchase orders by properly logging into system.
- Managed bookkeeping and accounting systems and completed data entry with accuracy and efficiency.
- Reconciled monthly statements and transactions to keep records accurate and current.
- Assisted with month-end and year-end closings to support accounting system accuracy.
- Problem-solved accounts payable questions on behalf of internal team members, management and vendors.
- Verified, classified, computed, posted and recorded accounts payable data and reconciled daily totals to confirm proper accounting.
- Carefully went over each invoice and requisition for payment.
- Coded invoices and other records to maintain organized and accurate records.
- Reconciled bank records and statements by verifying entries.
- Prepared and updated vendor files, tax documents and insurance information.
- Worked closely with department personnel to produce accurate and timely bills.

CUSTOMER SERVICE 12/2013 to 10/2015

Te Connectivity Ltd | Milpitas, CA

- Bangkok,Thailand
- Answered questions and informed customers of current sales and promotions.
- Handled client inquiries with exceptional professionalism and enthusiasm.
- Educated clients on how to conduct transactions with convenient online solutions.
- Fostered relationships with product support staff, technical personnel, sales leaders, finance team and executives to transform and strengthen business processes.
- Evaluated benefits for each caller to determine service needs and address concerns.
- Consulted with customers on modern styles and trends.
- Informed customers about product lines and services offered by company.

ACCOUNTING BOOKKEEPER 06/2011 to 05/2013

K.P.S. Inspection Co.,Ltd | City, STATE

- Bangkok, Thailand
- Processed invoices and checks, and maintained daily cash logs and deposits.
- Reviewed transactions, issued checks and updated ledgers and budgets.
- Reviewed purchase documents and company receipts for reconciliation with statements.
- Prepared accurate financial reports each month by collecting, analyzing and summarizing account information.
- Maintained full compliance when executing and tracking bank reconciliations, A/P, invoicing, billing and collections.
- Resolved balance errors using accounting software.

OFFICE CLERK 11/2007 to 03/2011

U-TAC Thai Limited | City, STATE

- Bangkok, Thailand
- Documented and routed business correspondence to manage office paperwork.
- Assisted team members with special projects by coordinating records and resources to meet expected requirements.
- Trained office professionals on administrative procedures to keep file handling consistent and accurate.
- Copied, scanned and filed documents to maintain office records.
- Provided friendly and professional assistance to employees, visitors and customers.
- Responded to requests by preparing and sending files and documents.

EDUCATION AND TRAINING

Withholding TaxDharmniti Seminar And Training Co. 01/2017

Dharmniti Seminar, Bangkok,Thailand

178 Dharmniti Building, 4th floor Khwang Bang Sue, www.dst.co.th Basic Compliance

Bacc Compliance 01/2017

Thai Yazaki Corporation, Bangkok,Thailand

Address: 25th Floor, Two Pacific Place Building 142 Sukhumvit Road, Klongtoey Sub-district, Klongtoey District, 10110 Bangkok (Thailand)
www.thaiyazaki.com

Higher Vocational Diploma of Business Administration | Accounting 03/2010

Attawit Commercial College, Bangkok,Thailand

www.atc.ac.th, GPA: 3.25

Bachelor Of Accountancy | Accounting 08/2014

Rajamangala University of Technology Krungthep, Bangkok,Thailand

Address: 2, Nang Linchi, www.rmutk.ac.th English

ESOL 03/2020

LCI Language Center, Houston,Texas

Problem Solving And Decision Making 04/2016

NAQS, Bangkok,Thailand

Teamwork 06/2016

NAQS, Bangkok,Thailand

NAQS, /Bangkok Thailand [28/06/2016 – 28/06/2016]

Address: 128/64 Soi.Ramkhamhaeng 24 Huamark Bangkokkapi Bangkok 10240 Bangkok 10240

Bacc QC Circle 09/2016

NAQS, Bangkok,Thailand

- <https://www.linkedin.com/in/Jessica-Claire-74131314b/>

WEBSITES, PORTFOLIOS, PROFILES

LANGUAGES

English: Negotiated: Thai: Negotiated: