

JESSICA CLAIRE

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## Professional Summary

high-growth companies. Recognized for consistent success in delivering strong and sustainable operating, accounting, and financial gains through expertise in systems design/implementation, standardization and workflow optimization. Demonstrates job-role ownership and the ability to connect strategy, mission, and purpose to accomplish company goals and achieve outstanding results. An analytical big-picture thinker who is loyal, dedicated, and challenge-driven, committed to upholding industry best practices to continue driving forward the organization's mission, vision, and values.

- Da

- Accounts Receivable
  - Payroll Processing, and Payroll Taxes
  - Proficient in Office Suite, MS Excel, QuickBooks, Peachtree SAGE and SAP

**Black & Veatch**

## Promoted from Accounting An

expenses and transitioning the company from p  
system

**Accountant (March 2016 - Present)**  
Perform a full range of accounting, recordkeeping, financial analysis, reporting and data management functions for five oil and gas companies with 600+ employees. Full responsibility for accounts receivable,

payroll processing, cash management

month-end journal entries, wage accruals, inter-company transfers, prepaid insurance accruals, revenue accruals, tie-outs, and corporate overhead allocations. Work collaboratively with the Controller, Chief Financial Officer and owners to assist in budget preparation and process financial records.

- Apply daily cash receipts and vendor payments to customer/supplier accounts

- Responsible for all outgoing ACH payments and wires, both domestic and international
  - Daily balance sheet and general ledger account reconciliations
  - Create and review invoices for four companies and send invoices to customers
  - Load invoices into multiple customer portals including SAP Ariba, Open Invoice and GEP
  - Assisted Project Managers with time and attendance data to improve accuracy for weekly T&M invoicing, increasing billable revenue
  - Create and maintain documentation for job procedures including payroll processing, accounts receivable preparation, journal entry preparation and daily cash management
  - Process payroll weekly for 600+ employees
  - Assigned Payroll Specialist for Implementation Team for ADP payroll processing
  - Served on Implementation Team to move corporate credit card program to SAP Concur
  - Recognized as the "go-to" person to handle accounting questions and concerns.

- Implemented new electronic time-k

### accounting operations and safegu

- OCIP reporting for multiple companies
- Restructured and tightened company's expense report policy, saving up to \$5,000 weekly by identifying and preventing fraudulent activity on employee expense reports.

- Moved company from paper expense reports to fully electronic workflow system

**Executive Assistant, 02/2012 to 09/2014**  
**Sidara Therapeutics, Inc. – Las Vegas, NV**  
Provided administrative, accounting, and team support for this fast-paced accounting firm. Scope of responsibility was diverse and included data management, monthly expense reports, Excel spreadsheets, and research. Prepared planning session meeting materials and notes, organized data from employee surveys, and built surveys for multiple companies.

- Consistently completed all administrative tasks
- Built and maintained excellent relationships with clients

#### **Dam and Humanitarian Concerns**

**Accountant, 07/1994 to 12/2012**  
**Black & Veatch Corporation – City, State**  
Provided financial and administrative leadership for this new family-owned medial clinic to promote more efficient operations and to accelerate growth and expansion into Western Kansas, Kansas City, Kansas and Oklahoma. Scope of responsibility was diverse

- Key contributor to building company from start-up to \$1 Million in annual revenue
  - Set up and implemented new accounting procedures to include journal entries, financial statements, medical coding and billing, accounts payable and receivable, payroll and payroll taxes
  - Created new accounting systems using Peachtree, SAGE accounting software
  - Streamlined accounting processes by developing and implementing Standard Operating Practices (SOP's)

Education

## **High School Diploma**

## **Wichita Highschool Northwest - Wichita, KS**

Wichita State University - Wichita, KS