

JESSICA CLAIRE

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SUMMARY

Highly-motivated employee with desire to take on new challenges. Strong work ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

SKILLS

- Payroll administration
- Year-end close
- HST and WSIB remittance
- Accounting and bookkeeping
- General ledger entries
- A/P and A/R
- General ledger accounting
- Account reconciliation
- Purchasing
- Inventory Control
- Shipping/Receiving

EXPERIENCE

Accountant, 03/2001 - 03/2023

Boise Cascade – Riverside, CA

- Monitored accounts receivable, advising of delinquencies or other account irregularities.
- Processed and managed accounts payable, driving accuracy and on-time payment of vendor invoices.
- Established and maintained filing systems to support office personnel.
- Supervised business office staff and administrators, driving office operations.
- Monitored office inventory to maintain supply levels.
- Oversaw departments and staffing coverage to facilitate day-to-day operations of business office.
- Directed and oversaw office personnel activities.
- Assisted in processing travel and expenses by gathering receipts, coding charges and submitting worksheets.
- Interacted professionally with customers and inside personnel, answering questions and responding to phone and email inquiries.
- Used specialized accounting software to debit, credit and total accounts on computer spreadsheets and databases.
- Delegated work to staff, setting priorities and goals.
- Prepared monthly and year-end closing statements, financial documents and invoices.
- Monitored balance sheets and income statements to evaluate financial performance.
- Reviewed financial information detailing assets, liabilities and capital and prepared balance sheets and profit and loss statements.

Bookkeeper, 03/2001 - 03/2023

Solaris Healthcare

- Performed basic accounting, payroll and bookkeeping services to manage business operations.
- Entered deposits, credit card charges and sales entries to facilitate cash management.
- Maintained full compliance when executing and tracking bank reconciliations, A/P, invoicing, billing and collections.
- Prepared bank reconciliations, managed field audits and reviewed accounting records for accuracy.
- Prepared month-end closing entries for detailed reporting and recordkeeping.
- Managed daily bookkeeping functions with attention to accounts receivable, accounts payable, banking reconciliation and disbursements.
- Sorted documents, matching supporting invoices to procurement documents and verifying invoices for payment.
- Coded invoices and other records to maintain organized and accurate records.
- Verified and posted account transactions to prepare checks and maintain accounting ledgers.
- Received payments from customers via cash, check and credit cards to pay company invoices.
- Reconciled company credit cards, expense accounts and other expenses and financial records.
- Calculated and produced checks for utilities, taxes and other operational payments.

Payroll Administrator, 03/2001 - 03/2023

Berry Plastics

- Produced and filed payroll reports every Week.
- Managed payroll for employees at Two different locations.
- Provided information by answering employee questions about payroll-related matters.
- Reconciled bank statements and prepared and entered standard journal entries for month-end close.
- Calculated and applied wage garnishments.
- Calculated overtime, vacation sick hours and other categories of time.
- Prepared physical checks for employees and check stubs for those receiving direct deposits of funds.
- Completed account reconciliations, deposits and expense tracking.
- Oversaw payroll processing to comply with tax laws and court-ordered wage assignments and garnishments.
- Recruited, interviewed and selected employees to fill vacant roles.
- Identified and recommended updates to payroll accounting software, systems and procedures.

Group Leader - Senior Rater, 06/1994 - 03/2001

Linamar Customs Department – City, STATE

- Tracked shipments and communicated with carriers to confirm arrival time and release.
- Researched and interpreted rulings, compliance publications, guidelines and customs regulations.
- Prepared and processed import and export documentation according to customs regulations, laws and procedures.
- Calculated duty and tariff payments owed on each shipment based on standard tables and legal requirements.
- Filed and documented incoming shipments in Customs software with careful attention to detail and accuracy.
- Cleared goods through customs and verified delivery to client destinations.
- Requested and compiled necessary customs invoices, certificates of origin and cargo-control documents.
- Monitored shipments and obtained clearance from customs and other agencies.

EDUCATION AND TRAINING

Financial Accounting, 2005

Conestoga College Institute of Technology And Advanced Learning - Kitchener, ON

High School Diploma

Guelph Collegiate Vocational Institute - Guelph, ON

CERTIFICATIONS

- 1993 Customs Broker Licensing
- Payroll Training Courses
- Collecting your Money Course