

# JESSICA CLAIRE

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## SUMMARY

Bilingual (English-Spanish) Accounting professional and business-oriented team player with proven track record working in multiple industries. A high achiever with a strong performance record contributing to organizational success. A creative risk taker and change agent with demonstrated talent and expertise in the following areas: General business knowledge Account Reconciliation Financial reporting Passion for numbers Analytical skills Accounts Receivable Cash Posting Time management Communication skills

## SKILLS

- People skills
- Accounting Software
- Accounts payable and receivable
- Financial Statements
- Financial Reporting
- General Ledger
- Journal Entries
- Balance Sheet
- Month End Close
- Account reconciliation expert
- GAAP Accounting
- General ledger entries
- Full-cycle accounting
- Analytical research
- Year-end close

## EXPERIENCE

### Accountant, 08/2019 - Current

Alliance For Positive Health – Hudson, NY

- Reconciles daily 4,000+ bank transactions through Kyriba System and records manually the exceptions transactions for the GL mapping rules that are not set up in the system.
- Verifies accuracy of entered data in Oracle and adjusts necessary items to reconcile cash.
- Reconciles 100+ bank accounts and records checks, ACH and cash receipts.
- Performs month-end close procedure, including preparation of journal entries by day 3 of closing for tax, leases, new acquisitions, non customer lockbox, P&L and specials accounts
- Reconciles GL accounts and investigate and resolves discrepancies adding supporting documentation and maintaining accurate account balances.
- Collaborates extensively with auditors during preliminary and year-end audit processes providing the requested documentation.
- Reviewes and reconciles discrepancies in accounts and financial documentation.
- Identifies process inefficiencies and recommended improvements.
- Reduces closing time for monthly and quarterly close by implementing new consolidation procedures.

### Staff Accountant, 02/2018 - 08/2019

Nidec Motors – Rancho Cordova, CA

- Performed general ledger account and bank statement reconciliation for local and international clients.
- Prepared journal entries and financial statements, creating and maintaining periodic reporting, maintaining fixed asset system.
- Reconciled the cash accounts and general operating accounts and entered the cash journals into the General Ledger.
- Assist with the month-end closing process, conducting research and making correction journal entries for account discrepancies.
- Prepared closing journal entries, accrual entries, and Assisted the accounting team preparing financial statements.
- Processed by-weekly employee's travel and expenses reports and created journal entries.
- Assisted with Sarbanes-Oxley documentation following the proper processes.
- Prepared Month-end journal entries for International clients based on the current exchange rate and converted it to the local currency.
- Kept track of accruals and recorded the income and expenses when transactions were completed.
- Reconciled accrual accounts and followed up on any discrepancies during the month.

### Accounts Receivable Coordinator, 04/2015 - 02/2018

Collaborative Solutions – Saint Louis, MO

- Applied funds received via wire, ACH and checks to customer receipts into QAD MFG/Pro.
- Was responsible for properly approving cash discount to customers that paid within the credit terms.
- Prioritized schedule weekly to contact clients via phone and emailed to collect over 5 days' open invoices to minimize bad debt expense.
- Reviewed sales orders credit hold and releases base on credit limit and past due invoice which has financial impact on Revenue Recognition and receivables.
- Recommended delinquent Key accounts for bad debt write-offs on a monthly basis
- Resolved invalid or unauthorized deductions and followed up on, shortages, damaged, pricing issues, rebates and chargebacks.
- Resolved EDI issues by following up with customer and EDI administrator to ensure invoices are paid within the credit terms.
- Emailed customers copy of open item statement and copy of daily invoices ensure timely payment.
- Worked with international accounts.
- Researched and acted on cash application on all open credits older than 30 days on a weekly basis.
- Met quarterly individual and team goals for the aging portfolio accounts greater than 60 days past due.
- Reviewed and resolves all outstanding account client issues.
- Reconciled GL monthly entries and assists with related special projects, as required.
- Responsible for updating unapplied taking log report on a weekly basis.
- Assisted in developing and maintaining procedures to ensure efficient administration of pricing rebates and credit documentation.
- Entered data information for the 100 pieces return analysis.

### Cash Posting Specialist, 01/2013 - 09/2014

Concentra – Flagstaff, AZ

- Processed timely all cash/check payments into the TIVA system.
- Assisted uploading cash files daily to bank and TIVA systems.
- Assisted Accounting Manager with any special projects.
- Audited accounts ensuring the correct disbursements of payments, allocations and contractual budgets.
- Processed adjustments, payment modifications and transfers where appropriate.
- Performed reports provided by other departments and provided feedback regarding posting issues.
- Processed updated client's data regarding refunds and/or credit balances.
- Prepared payment batches for future research.

## EDUCATION AND TRAINING

### Bachelors of Business Administration: International Business and Trade, 01/2019

Florida Atlantic University - Boca Raton, FL

### Associates of Arts: Accounting, 01/2012

Broward College - Davie, FL

### Associates of Arts: Marketing, 01/2015

CENSA - Medellin

Regularly attend continuing education courses to stay current with changing regulations

## ACTIVITIES AND HONORS

FAU Accounting Students Association

## WEBSITES, PORTFOLIOS, PROFILES

- [www.linkedin.com/in/arod09](http://www.linkedin.com/in/arod09)

## LANGUAGES

Spanish:  
Negotiated:

English:  
Negotiated: