

JESSICA CLAIRE

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Professional Summary

Detailed-oriented Supervisory Financial Management Analyst with more than 10 years of specialized experience in Finance & Accounting with funds over \$25M. Designed and executed policies to reduce abuse of funds and increase efficiency of financial transactions, including A/P, A/R and Payroll. Successfully managing economic activities of Midshipmen Food Services Division of US Naval Academy, Annapolis.

Skills

- Monthly Financial Statements
- Financial Modeling
- Quality Evaluation
- Internal Controls
- Audit Risk Management
- Balance Reconciliations
- Budget Development
- Bank Reconciliation
- Travel Administration
- Goods and Services Valuation
- Financial Problem Assessments
- Fund Accounting Software
- Spreadsheet Tracking
- Team Training and Mentoring

Work History

Supervisory Financial Management Analyst, 08/2022 to Current

Holy Redeemer Health System – Meadowbrook, PA

- Record, interpret and communicate financial data and plans using Quickbooks Software
- Implemented internal controls and complied with FAR regulations for financial management.
- Adjusted financial management system to be accurate and productive.
- Handle payments and disbursements for more than 30 vendors semi-monthly.
- Lead monthly meetings with Supply Officer, Financial officer and Director to analyze spending and provide financial recommendations.
- Consolidate financial data and materials for key leadership meetings.
- Develop spreadsheet models for diverse projects and analysis.
- Review weekly and monthly budget performance reports, ensuring departments and agencies operated within allocated budgets and investigated excessive expenses and reporting discrepancies.
- Monitor and analyze financial, statistical and operational data trends.
- Identify budget variances and recommended corrective actions, avoiding overruns and maintaining positive cash position.
- Administer accounts payable, conducted general ledger and bank reconciliations and prepared monthly sales and used tax returns.
- Review monthly requisitions for accuracy and completeness, reconcile transactions and determined payment approval statuses.
- Support financial transactions and investment details by preparing supporting transactions.
- Create and maintain precise and accurate models, charts and reports.
- perform or advise on work in any of the phases or systems of budget administration primarily for the Midshipmen Food Service Division and secondarily the Commandant.
- develop accounting policies, methods, and procedures related to all accounting functions; budget; administrative and operational management to meet the goals and objectives in support of the overall mission
- admin representative for the Accounting software which includes regular communication with the IT department for matters related to system updates, system accessibility, users and sensitive information.
- provide technical advice, analyze financial data (e.g. cost estimates, obligations, and expenditures), interpret budget / expenditures policies and provide advice on effective methods for use of funds to support organizational plans.
- ensure funding documents are prepared timely and provide updates of unforeseen requirements needing authority to purchase using those funds.
- solve problems related to the work supervised, management of administrative, operational and financial management functions within the office.

Sr. Accountant, 07/2018 to 08/2022

Acuren – Houston, TX

Accounts Payable Team Lead

- set up and rate vendors in Costpoint software
- receive, track, and maintain accounts payable invoices and payments
- Cut manual checks and reconcile bank statements for monthly close out
- Review and approve travel expense reports submitted by employees and vendors to make sure those are within the Joint Travel Regulations (JTR) and Federal Travel Regulations (FTR)
- Upload and maintain CONUS and OCONUS per-diem tables in Deltek Cost Point System
- Update POV mileage rate as per yearly GSA schedules
- Closely coordinate with DCAA auditors on issues related to the expenses billed

Accounts Receivable

- Expert in T&M, FFP and CPFF invoices, reconciliation against the Funds and manpower expenditure Status Report and submit the vouchers in the Wide Area Workflow Government portal for payments
- Assisted the team in billing related system issues such as project labor, ceiling and workforce set up in cost point software
- Review Technical Reports submitted by the Program Control Specialist to the government for each period end and determine the labor & travels to bill are within the funded cost by the Government Agreements/Modifications
- Worked closely with Project Managers to determine and calculate OCONUS rate build up for overseas employees before submitting ROMS to the Government
- Worked with Program Control Specialists for post award fund allocation for employees and sub-contractors
- Closely coordinate with DCAA auditors on issues related to labor bills

Miscellaneous Accounting activities

- Work closely with the accounting leadership on internal and external audits such as ISO 9001, CMMI Certification Audit, Incurred Cost Audit, DCAA & DCMA yearly Audits, GL Audits, Purchase Order Audit Etc.
- Assist the Controller with daily operations
- Reconcile Consultant Payable, Accounts Payable, Travel Advance, Payroll & PTO GLs quarterly
- Assist with monthly, quarterly, and yearly closings
- Review Cost point set up on different modules such as projects, contracts, sub-contracts, and Time & Expense
- Review monthly and quarterly GSA sales report for accuracy of payment
- Orient and mentor new hires

Staff Accountant, 09/2016 to 06/2018

Benteler – Goshen, IN

- Assist the team with general miscellaneous tasks such as deposits and cash receipts
- Reconcile Consultant Payable, Accounts Payable, Travel Advance, Payroll & PTO GLs quarterly

Enter A/P invoices in Cost Point for monthly close outs

Review time sheets, update Status Report to find out overages against the budgeted dollar values

Accountant, 09/2005 to 03/2010

KVT Timbers & Sawmill – City, STATE

Responsibilities included benefits administration, employee relations, training, performance management, on-boarding, policy implementation, employment law compliance

Performed duties which include claims resolution, invoice approvals, and GL accounting

Was involved in recommending new approaches, policies, and procedures to effect continual improvements in efficiency of the department and the services provided

Education

HR Specialist Certificate: Human Resources, 04/2011

Francis Tuttle School of Technology - Oklahoma City, OK

Master of Science: Human Resources Management, 05/2007

University of Kerala - India

MBA: HR(Major), Marketing(Major) & Accounting(Minor), 06/2005

Bangalore University - India

Bachelor of Science: Physics, 05/2003

MS University - India

Accomplishments

- Used Microsoft Excel to develop inventory tracking spreadsheets.

- Supervised team of two staff members.

- Deltek Cost Point Software (Admin representative)

- Risk management

- Audit operations

- Proficiency in MS Office applications

- Poised under pressure

- Meticulous attention to detail

- Above 4 ratings on every performance evaluation

- Fast learner

- Sympaq & Quickbooks Accounting software expert

- Provides mentorship to all incoming junior accountants/Financial Technicians

- Team Player of the Year" awarded 3 years in a row

- "Team of the Year" awarded 2 years in a row