

# JESSICA CLAIRE

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## PROFESSIONAL SUMMARY

A highly motivated individual with 25 years of progressive accounting experience in search of a demanding opportunity. I bring enthusiasm to a team, with a drive to excel and am capable of quickly adding value to the organization.

## SKILLS

- SAP
- Microsoft Office Suite
- Access
- Taxware
- Vertex
- American HealthTech
- Frontier

## WORK HISTORY

### Accountant, 07/2016 - Current

**Autosource Motors** – Salt Lake City, UT

- Reconcile credit card activity in Frontier
- Reconcile cashless activity in Frontier
- MID report can have a range of cost centers that need to be contacted via email to make sure they do a test transaction to ensure their equipment is programmed correctly.
- Work on daily bank file that need to be processed for Canada. Payment file need to be reviewed, processed, and posted daily either manual or by autojob.
- I work with the field on any outstanding issues/ research. This can be by email or phone. I may need to do research on bank websites or contact other departments or assistance.
- Stop Hunger entry at month end
- Work on other month end entries: Freedompay, Moneris, BAMS.
- Train other accountants as needed.
- Write work instructions as needed

### Staff Accountant, 11/2015 - 07/2016

**23Andme, Inc.** – South San Francisco, CA

- Review accounts payable invoices along with purchase journal for accuracy.
- Prepare journal entries and JE uploads.
- Review General Ledger accounts to make sure balances are clearing correctly.
- Review late payables and accrue for missing invoices.
- Then tie out late payables to the accounts payables aging report and general ledger.
- Make Inventory adjustments as needed.
- Review Income Statement for accuracy.
- Tie out each month the rates, days, revenue and expenses.
- Review Balance Sheet Income Statement and make sure all expenses were accounted for in the correct month.
- Conduct Revenue testing each month to make sure the correct days and rates are being reported.

### Senior Accountant, 01/2006 - 04/2015

**Insight Enterprises, Inc.** – El Segundo, CA

- Proactively support the sales tax compliance function by providing guidance and direction to internal and external customers on routine and advanced tax issues related to both sales and purchases, and tax impact of new business services and/or arrangements.
- Communicate to existing external/internal customers regarding reporting/procedural enhancements resulting from tax law changes, tax research results and/or the audit process.
- Interact with internal accounting and processing departments to incorporate procedures ensuring receipt of new business activity as well as enhance current transactions.
- Examples include new taxes as a result of tax laws changes, use tax from AP transactions and all sales being captured on the tax return.
- Prepare monthly journal entry to clear the accrual accounts for sale/ use tax, industry specific payments.
- Maintain and populate tax-related fields in SAP for new locations.
- Maintain Taxware fields to ensure exemptions are accurately captured.
- This is essential since most client invoices are generated from SAP and taxability logic is based upon exemptions and location information entered into this system.
- Additionally, use tax is self-assessed by general ledger account number and location tax information.
- Register new business activity with appropriate taxing jurisdiction for business tax license.
- Prepare Sales/ Use Tax returns and Industry Specific returns including verification that the correct amount is paid in the correct tax period thru the correct legal entity.
- As locations began utilizing a POS system, reviewed all items sold to ensure they were set up at the correct tax rate for the location's taxing jurisdiction.
- This often included excise taxes as well sales tax.
- Worked on Tax Interpretation of Purchases and Sales charts with other team members to update and create the charts for multiple product lines and in all states.
- Research tax law changes using RIA and other tax-related resources.
- Review purchases for US and Canada vendors to ensure the correct GL accounts were used for EDI mapping.
- Created, documented and trained department procedures for the new Award of Contract system among others.
- This included learning the system, how it applied to the department and what goals deadlines the management team needed implemented.

### Staff Accountant, 02/2002 - 01/2006

**23Andme, Inc.** – Sunnyvale, CA

- Assist with month-end close through the creation of month-end accruals and account reconciliations.
- Ensure integrity of business line internal financial reporting & prepared client income statements & billings.
- Prepare account reconciliations to substantiate general ledger balances through the verification of contracts, payments, invoices, and receipts as well as analyze accounts to identify any discrepancies.

## EDUCATION

B.S: Accounting, 1999

Hilbert College - Hamburg, NY

B.S: Business Administration, 1996

Hilbert College - Hamburg, NY

A.A.S: Accounting, 1993

Hilbert College - Hamburg, NY