

# JESSICA CLAIRE

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☎ (555) 432-1000

📍 100 Montgomery St. 10th Floor

## SKILLS

- Financial Statements Review
- Processing Checks and Invoices
- Regulatory Compliance
- Financial Projections
- Flexible and Adaptable
- Problem Solving
- Attention to Detail
- Microsoft Office
- Accounts Payable
- Account Reconciliation
- Accounting Software Systems
- Monthly and Annual Journal Entries
- Effective and Professional Communication
- Accounting Policy and Control
- Financial Data Analysis
- Modified cash basis
- Staff Training
- Teamwork and Coordination
- Auditing
- Intuit QuickBooks
- CINC
- Lacerte
- SQL
- Microsoft Office
- Relationship Development
- Fluent Spanish speaking and writing at a university level

## EDUCATION

Arizona State University  
Tempe, AZ • 05/2022

*Bachelor of Science:* Accounting

Arizona Western College  
Yuma Az • 05/2019

*Associate of Arts:* Business

## PROFESSIONAL SUMMARY

Detail-oriented Accountant with 3 years effectively maintaining accurate accounting information for mid-scale financial organizations. History working as part of financial team to manage diverse financial functions, tax management and reporting. Works closely with executive management on complex business actions including mergers and acquisitions and divestitures.

## WORK HISTORY

Us Oncology, Inc. - Accountant  
Salem, VA • 09/2019 - Current

- Managed entire accounting cycle, including gathering information, preparing financial statements, finalizing reports and closing books.
- Created budgets and forecasts for management group to meet regular accounting deadlines.
- Brought errors to near-zero in reporting general bookkeeping.
- Supported monthly reporting analysis to achieve validation of internal reports and to reconcile production operations and general ledger.
- Completed daily cash functions like account tracking, budgeting, and all types of cash and banking reconciliations.
- Documented all cash, credit, accrued expenses and line of credit transactions.
- Reviewed accounting structures and procedures on regular basis to identify areas in need of improvement.
- Improved efficiency of operations, including data collection, analysis and modeling, to enhance practices and increase customer retention.
- Evaluated and improved accuracy and completeness of financial records.
- Reconciled accounts and reviewed all materials, including surplus, income, expense data, net worth and assets.
- Enhanced budget administration by reviewing reports, leveraging knowledge to strengthen controls and improve transparency.
- Modified comprehensive financial reporting package to reflect growing organizational complexity.
- Drove client satisfaction by identifying maximum adjustments, deductions and credits.
- Monitored 2-employee team while handling day-to-day accounting processes and financial accuracy.
- Tracked financial progress by creating monthly, quarterly and yearly balance sheets.
- Trained multiple employees for accounts payable
- Managed invoicing and deposits for two subsidiary companies, Garden West Landscaping and Community Maintenance services.
- Kept up to date on amortization schedules for multiple loan accounts
- Translated financial statements from other property management companies into our accounting software CINC
- Kept track of multiple CD and CDARS accounts
- Managed 89 HOA properties bank accounts which includes reserve banking
- Consolidated financial reports
- ODAA

Truepill - Customer Service Associate  
Austin, TX • 02/2018 - 11/2019

- Developed and actualized customer service initiatives to decrease wait times.
- Maintained customer satisfaction with forward-thinking strategies focused on addressing customer needs and resolving concerns.
- Provided primary customer support to internal and external customers.
- Resolved concerns with products or services to help with retention and drive sales.
- Energized and motivated in performing sales floor activities including merchandising and selling.
- Boosted sales revenue by skillfully promoting diverse service options.
- Collected customer feedback and made process changes to exceed customer satisfaction goals.
- Collaborated with store management and program leadership to suggest actionable improvements and corrective action plans.
- Answered constant flow of customer calls with minimal wait times.
- Worked with OMNI online orders by tracking orders and conducting small audits of orders on hand

H&R Block, Inc. - Tax Preparer Assistant  
Menominee, MI • 02/2018 - 06/2019

- Delivered comprehensive tax documentation required for accurate individual and corporate returns.
- Prepared wide array of returns such as corporate, fiduciary, gift, individual and private foundation returns.
- Reviewed clients tax filing papers thoroughly to determine eligibility for additional tax credits or deductions.
- Prepared tax returns, extensions, tax planning calculations and write-ups for all types of organizations and entities, including individuals.
- Conducted reviews of internal tax documentation, reducing errors related to missed tax benefits.
- Maintained complete records of client tax returns and supporting documentation in secured areas.
- Completed and filed returns with tax departments at local, state and federal levels.
- Conducted bank reconciliations through Quickbooks desktop and Quickbooks online for clients