

Jessica Claire

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PROFESSIONAL SUMMARY

- Bilingual: English / Spanish, degreed Accountant / Controller, with solid background in manufacturing, banking, and twin plant requirements. Well grounded in U.S. and Mexican financial reporting systems. Detail-oriented Accountant with 16 years effectively maintaining accurate accounting information for large-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 mergers and acquisitions and divestitures. Detail-oriented Accountant with 16 years effectively maintaining accurate accounting information for large-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 mergers and acquisitions and divestitures. Astute accounting professional bringing 16 years of experience in all type of industry. Successful at revamping and strengthening financial controls, reorganizing processes and simplifying procedures to maximize efficiency and accuracy of accounting records. Proficient in Accounting Software. Organized Accountant with 16 years of managing accurate accounting information, tax return support, bookkeeping and corporate operations. Astute financial professional with keen eye for detail and high level of integrity. Works well in large teams in corporate environments. Familiar with managing schedules, directing teams and overseeing closing processes. Well-versed in GAAP ledger updates and report writing. Exceptional interpersonal, communication and multitasking abilities. Adept at managing budgets, payroll, invoicing and all other general accounting functions. Instrumental in keeping business operations fully compliant and working within budgetary guidelines. Experienced Auditor looking for any Type auditing position and ready to leverage extensive background in all Area's and auditing. Committed to helping company grow while ensuring business operations follow state and federal regulations. Detail-oriented and friendly with high ethical standards.

SKILLS

- Accounting Policy and Control
- Business Operations Analysis
- Operational and Ad-Hoc Reporting
- Negotiable Securities
- Relationship Building
- Amortization Valuation
- Flexible and Adaptable
- Accounts Payable
- Processing Checks and Invoices
- Journal Entry Preparation
- Tax Liabilities
- Financial and Regulatory Consulting
- Accounting Procedures Validation
- GAAP Accounting Practices
- Financial Statements
- Decision Making
- Asset Utilization
- Inventory Assessment
- Financial Statements Review
- Problem-Solving
- Stock Valuation
- Extravagance and Fraud Detection
- Asset Utilization Reports
- Business Operations and Forecasting
- Systems Efficiency Evaluation
- Accounting Records Analysis
- Payroll Auditing
- Monthly and Annual Journal Entries
- Effective and Professional Communication
- Audit Preparation
- Payroll Management
- Critical Thinking and Analysis
- Discrepancy Reconciliation
- Personnel Recordkeeping Review
- Non-Compliance Assessment
- Cash Analysis
- Account Reconciliation
- Verbal and Written Communication
- Inventory Verification
- Reliability and Integrity Improvement
- Accounting Management Assessment
- Financial Controls
- Accounting Software Systems
- Financial Projections
- Report Preparation
- Information Systems Examination
- Fixed Assets Management
- Investigation Scope Determinations
- Document Recordkeeping
- Financial Reporting
- Work and Task Scheduling
- Team Building and Leadership
- Paperwork Processing
- Transaction Security
- Staff Oversight and Leadership
- Creative Thinking
- Taxpayer Account Review
- Accounting Terminology
- Financial Recordkeeping
- Administrative Oversight
- Quality Assessment
- Data Analysis
- Journal Entries
- Conflict Resolution
- Results Orientation
- Client Representation
- Tax Return Preparation
- Auditing
- Funds Oversight
- Schedule Coordination
- Microsoft Office
- Intuit QuickBooks
- Client Advisement
- Resource Monitoring and Control
- General Ledger
- Strategy Development
- International Accounting Standards
- Financial Litigation Support
- Financial Information Systems
- Accruals
- Clear Communication
- Transaction Recording
- Task Prioritization
- Federal and State Tax Examination
- Service Oriented
- Employee Motivation
- Compliance Software
- Deadline Attainment
- Team Collaboration
- Goal Development
- Attention to Detail
- Taxpayer Account Audits
- Accounting System Design
- Teamwork and Coordination
- Financial Data Analysis

WORK HISTORY

ACCOUNTANT

10/2011 to CURRENT

Albertsons Companies | Methuen, MA

- Created budgets and forecasts for management group to meet regular accounting deadlines.
- Gathered financial information, prepared documents, and closed books.
- Conducted detailed technical and analytical review of federal/state corporate, partnership and S corporation tax returns, FAS 109 provisions, and quarterly estimates prepared by associates.
- Improved efficiency of data collection, analysis and modeling to enhance practices and increase customer retention.
- Drove client satisfaction by identifying maximum adjustments, deductions and credits.
- Modified comprehensive financial reporting package to reflect growing organizational complexity.
- Prepared and filed state and federal tax forms for commercial and individual clients.
- Set up and improved accounting systems and processes to meet business needs and maximize operational success.
- Maintained up-to-date knowledge on permits, certificates and documents mandatory for government departments.
- Performed advanced reviews of business operational trends and expected obligations to prepare accurate forecasts.
- Followed up with customers to collect specific financial information and verify details for preparation of annual 1095 forms.
- Helped clients navigate interactions with tax authorities and legal concerns related to financial matters.
- Supported monthly reporting analysis to achieve validation of internal reports and to reconcile production operations and general ledger.
- Prepared documents, reports and presentations for executives and board members using advanced software proficiencies.
- Brought errors to near-zero in reporting, payroll administration and general bookkeeping.
- Documented cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and cash and bank reconciliations.
- Identified and investigated variances to financial plans and forecasts.
- Gathered data on taxable income, deductibles and allowances for tax preparation.
- Proactively researched technical tax issues related to consulting projects.
- Reconciled accounts and reviewed expense data, net worth and assets.
- Evaluated and improved accuracy and completeness of financial records.
- Partnered with auditors on annual audits and realized compliance with governmental tax guidelines.
- Tracked financial progress by creating quarterly and yearly balance sheets.
- Enhanced budget administration by reviewing reports, leveraging knowledge to strengthen controls and improve transparency.
- Reviewed accounting structures and procedures on regular basis to identify areas in need of improvement.

STAFF TAX ACCOUNTANT

02/2010 to 03/2011

Hancock Askew & Co | Miami, FL

- Prepared federal and state income tax returns for individuals, businesses, trusts, estates and non-profits.
- Audited client financial records to determine tax liability.
- Conducted tax reviews and compilations to identify potential exposure areas and provided suggestions.
- Created financial plan for clients to serve as framework for organizing components of financial situations.
- Trained clients on QuickBooks to help make tax management easier.
- Represented clients before federal, state and local taxing authorities.
- Kept up to date on current income tax developments and advised clients to make proper adjustments.
- Performed analysis on inventory, accounts receivable and accounts payable balance sheet accounts.
- Examined accounts and records and computed tax returns according to prescribed rates, laws and regulations.
- Researched and provided summary memos on technical tax issues at request of partners and clients.
- Recorded, classified and summarized financial transactions and events in accordance with accounting principles.
- Remained educated in all current tax laws for both US and foreign countries.
- Assisted with implementation of timely, cost-effective state tax planning strategies designed to create value and enhance company's worldwide tax position.
- Prepared and documented accurate tax work papers for straightforward to moderately complicated income and franchise tax returns.
- Drafted tax documentation subject to detailed review and approval by department management.
- Prepared simple to moderate state tax-related financial statement calculations, entries and disclosures.
- Worked closely with clients to properly fill out tax forms and file tax returns electronically.
- Performed tasks under limited supervision related to income tax compliance such as returns, extensions, forecasts and tax provisions for business sectors and corporate heritage business units.

AUDIT ASSISTANT

10/2008 to 10/2009

The First National Bank Of Long Island | Hicksville, NY

- Performed auditing work in accordance with GAAS (Generally Accepted Auditing Standards) to meet rigorous standards.
- Worked audit engagements for industries in engineering, manufacturing, non-profit and human resources.
- Conducted detailed technical and analytical review of federal/state corporate, partnership and S corporation tax returns, FAS 109 provisions, and quarterly estimates prepared by associates.
- Compiled general ledger entries on short schedule with 100% accuracy.
- Inspected general ledger for accuracy.
- Established alternative audit, accounting and internal control procedures and recommended process improvements to aid clients in addressing deficiencies.
- Interacted with key client management to gather information, resolve audit-related problems and make recommendations for business and process improvements.
- Assessed financial statements and records.
- Followed up on reviews to assess and report on completion or progress of corrective actions.
- Reviewed accounting clients' financial data systems to determine functional compliance.
- Analyzed trends over monthly, quarterly and annual financial data to investigate fluctuations.
- Reviewed and assessed accounting systems and business controls.
- Completed planning, budgeting, and fieldwork and for audit engagements.
- Executed litigation support by examining canceled checks, expense accounts, invoices and bank records.
- Performed extensive assessments of payables and receivables, equity, debt and revenue to verify accuracy in financial reports.
- Recommended changes in internal audit controls.
- Identified various risks and errors in accounts to propose corrective action to client management.
- Trained new employees on accounting principles and company procedures.
- Determined financial and operational audit areas, providing most economical and efficient use of audit resources.
- Collected and reported monthly expense variances and explanations.
- Resolved financial and tax issues and maximized customer satisfaction scores.
- Cooperated with senior leaders to create operating budgets and initiate financial planning.
- Initiated comprehensive account assessments to check viability, stability and profitability of business operations.
- Provided journal entries and performed accounting on accrual basis.
- Tracked funds, prepared deposits and reconciled accounts.
- Completed audit papers by thoroughly documenting audit tests and findings.
- Identified audit risks, prepared budgets and coordinated with management and audit team in preparing related reports.
- Maintained up-to-date knowledge of tax codes, legislation and tax programs.
- Enhanced audit controls by improving planning and testing processes.
- Developed and implemented corrective actions to bring business areas in line with standards.
- Identified management control weaknesses and provided value added suggestions for remediation.
- Upheld strict confidentiality protocols with client details and tax return information.
- Reported ROIs using Excel spreadsheets.
- Used accounting software to issue tax returns and prepare consolidated reports.
- Computed taxes owed by applying prescribed rates, laws and regulations.
- Facilitated financial and operational audits, working with internal and external managers to communicate recommendations or issues surrounding audits.
- Diminished outstanding debts by analyzing accounts for issues.
- Prepared quarterly LP financial reports for various venture capital funds.
- Prepared working papers, reports and supporting documentation for audit findings.
- Reviewed accounts, resolved coding areas and tracked recurring expenses for accrual entry.
- Maintained integrity of general ledger and chart of accounts.
- Proactively researched technical tax issues related to consulting projects.
- Determined financial and operational audit areas, providing most economical and efficient use of audit resources.
- Collected and reported monthly expense variances and explanations.

EDUCATION

BBA | Taxation

10/2005

ITCJ, Ciudad Juarez

- I Reduce Non-deductible expenses in 80%.
- Implemented accounting policies and procedures.
- Implemented policies for sales person expenses.

ACCOMPLISHMENTS

English: Negotiated:

Spanish: Negotiated:

- English: Negotiated:
- Spanish: Negotiated:

- English