

JESSICA CLAIRE

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SKILLS

- Full Accounting cycle
- Account reconciliation
- General ledger accounting
- Financial statement analysis
- Budget Planning
- Cash Management
- Accounts Receivable Accounts Payable
- Inventory & Purchases
- Fixed Assets
- Auditing
- Payroll
- Taxes
- Benefit and compensation
- Team work oriented
- Employee training and development
- Supervising
- Effective time management
- Deadline-oriented

EDUCATION AND TRAINING

Accounting Training Center
Caguas, PR • 2016

Certification
IVU and SURI Software

University of Phoenix
Guaynabo, PR • 2014

MBA: Accounting and Finance
Continuing education courses
focusing on the Major Changes in
Accounting Standards

HR Block
San Juan, PR • 2011

Certification
Tax Course

University of Phoenix
Guaynabo, PR • 2010

BBA: Administration
Minor in Management

SUMMARY

Results-oriented accountant with strong work ethic and over four years of experience. Successful at managing multiple projects and consistently meeting deadlines under pressure. Bi-lingual in English and Spanish with outstanding analytical, oral and written communication skills across all levels of the organization. Extensive knowledge of accounting software and processes.

EXPERIENCE

Abs Group Of Companies - Accountant
Hamburg, NY • 03/2018

- Manage and oversee the daily operation of accounting department including.
- Monthly bank reconciliations over 10 companies.
- Manage rent roll, and collections.
- Prepare overall accounting reports and internal financial statement.

Republic Services, Inc. - Accounting and Finance Supervisor
Tyngsboro, MA • 07/2017 - 12/2017

- Manage and oversee the daily operation of accounting department.
- Conducted month-end balance sheet reviews and reconciled any variances.
- Coded the general ledger and processed vendor invoice payments.
- Coordinated approval processes of all accounts payable invoices.
- Investigated and resolved discrepancies in monthly bank accounts while under tight deadlines.
- Prepared annual federal, state and local tax returns.

Openx - Administrator/Accountant
New York City, NY • 03/2015 - 06/2017

- Manage and oversee the daily operation of accounting department including; Account payable/ receivable *Cash recipes * General ledger * Payroll * Collection * Bank Reconciliations * Check run * Fixed assets activity.
- Quarterly,monthly and annual local and state tax returns.
- Monitor and analyze accounting data and produce financial and productivity reports.
- Banks deposit and office mail pickup.
- Monitors and maintains office supplies inventory.
- Manage office vendors, service providers and maintains certifications documentation updated.
- Maintain fiscal files and all documents transaction.
- Preparation of Annual 480 and W2.
- Collaborated extensively with auditors during preliminary and year-end audit processes.
- In charge of HR includinf, hiring process, supervising, vacation and sick monitor, coordination of office activities and benefits for office staff including; medical plan and 401k.

Jimenez Seda & Archilla, PSC. - Assistant Controller
City, STATE • 03/2013 - 03/2015

- Account reconciliations.
- Journal and general ledger entries and postings.
- Manage Accounts payable and accounts receivable as well, also make collection efforts.
- In charge of payroll and administration of employee benefits.
- Responsible for all invoicing activities.
- In charge of office supply and inventory.
- Assist the Controller with overall administrative duties including human resources and financial analysis of the company.

HR Bloc - Seasonal Tax Advisor
City, STATE • 13/2011 - 05/2013

- Responsible for preparing federal and state income tax returns for the small business firm and individuals.
- Calculate sales and depreciation for various tax reports.
- Prepare a financial analysis to properly assess customers on government tax laws and incentives.
- Audit previous tax files to identify corrective opportunities.
- Occasionally verifies totals on forms prepared by others to detect errors of arithmetic or procedure.
- Make recommendations on how to improve future financial performance.
- Work as a part of an advisory team to effectively address issues.

Popular Mortgage Inc - Account Executive
City, STATE • 03/2008 - 03/2013

- Providing analysis services and financial advising, helping individuals to take the best decision at the time of make any financial investment.
- Mortgage consulting and marketing of different types of loans including constructions and comercial loan
- Monthly sales over 2.5M.
- Analyzing financial information and credit profiles for pre approval purpose.
- Seek for potential customers through telemarketing and special promotional events.
- Answered customers' questions regarding products, prices and availability.

WORK HISTORY

First Mortgage - Account Executive and Loan Processor
San Juan, PR •

Doral Bank - Account Consultant
San Juan, PR •

COMPUTER SKILLS

- Microsoft Excel, Microsoft Office Suite, Microsoft Outlook, Microsoft PowerPoint and Microsoft Word.
- ADP
- Quickbooks
- Peachtree
- CDI
- PR Soft
- PICO or SURI
- PC Law