

JESSICA CLAIRE

Montgomery Street, San Francisco, CA 94105 ♦ (555) 432-1000 ♦ resumesample@example.com

PROFESSIONAL SUMMARY

Bilingual, accounting professional with additional expertise in automated systems and general ledger. An analytical, detail-oriented, organized planner who performs well in a project setting and who communicates effectively with all levels of management. Additionally has past experience in public accounting.

EDUCATION

Masters: Accounting

University of Florida - Gainesville, FL

Bachelor: Business Administration

Florida International University - Miami, FL

Associate of Arts: Liberal Arts

Miami Dade College - Miami, FL

CERTIFICATIONS

CPA, State of Florida

SKILL HIGHLIGHTS

- **Language and Writing Skills:** Bilingual Spanish (fluent; speak, read, and write)
- **Computer Skills:** Microsoft Office including, Word, Excel, Power Point, Outlook, Publisher, QuickBooks, Tax software
- **Business skills:** interpersonal skills, analytical, detail-oriented, thoroughness, organizational skills, and coordination
- **Office Equipment** such as copiers, calculators, printers, and scanners

PROFESSIONAL EXPERIENCE

Accountant, 03/2012 - Current

'Ike Group – Honolulu, HI

- Reconciled various general ledger fund accounts and prepared various specialty reports as well as documenting operational procedures
- Ascertained accuracy of financial reporting to Board of Directors through review and correction of month end and annual financial reports
- Recorded monthly transactions through posting of deposits, bank debits, and posting of journal entries for month end closing
- Brought uniformity of reporting for association of churches by assisting in standardizing chart of accounts which would be used in financial reporting

Senior Accountant, 1997 - 2004

Anagram – Washington, DC

- Maintained reconciliation and documentation for damage recovery accounts; communicated with Florida Power & Light (FPL) centers throughout the State of Florida to assure appropriate and timely recovery of damage amounts and clearing of service center pending items; researched transactions where discrepancies were located and resolved with the appropriate manager
- Designed reconciliation format of several tax suspense accounts to focus on outstanding items and to assist the FPL Corporate Tax Department in resolving outstanding items
- Assured that internal controls and procedures were properly implemented and maintained by performing periodic tests of internal control
- As part of the Accounting Team at FPL, assisted in all functions of monthly closing including reconciling general ledger accounts and researching outstanding items, preparing and posting journal entries into the FPL system, preparing and updating spreadsheets, and assuring the accuracy of financial report information.

Bookkeeper/Accountant, 1994 - Current

Tlr Group – Tampa, FL

- Recorded a wide variety of transactions to the Quick Books Software program including: Charts of Accounts classifications; Accounts Receivable: invoicing and processing payments; recording deposits to bank accounts and downloading bank transactions; initiating standard accounting and customized reports
- Reconciliation of all cash/bank accounts; assured accuracy of all transactions posted to bank; researched discrepancies
- OTHER DUTIES: Opened mail and prepared deposits to the bank; created monthly and annual financial reports; input accounting information to create tax returns

COMMUNITY SERVICE

Director, The Rock Miami Church (1/1999 to 1/2006)

- Brought new life to the church's programs by developing, implementing and establishing a formal structure for the Children's Ministry and Audio-visual Ministry for teens
- Insured coordination among the different volunteer groups by ensuring appropriate training and support; Scheduled volunteers in numerous functions including greeters, worship leaders, teachers, and assistants
- As part of a ministry team, built the groundwork for the puppet ministry; this required preparing the proposal for the church leadership; submitting tentative budget requirements, obtaining appropriate training for the team, scheduling training sessions, designing of props, lighting and puppets

LANGUAGES

Language and Writing Skills: Bi-lingual Spanish (fluent; speak, read, and write)

ADDITIONAL PROFESSIONAL BACKGROUND

Positions: *Office Administrator, Student Loan Officer, Systems Development Analyst, Banking Reconciliations Manager, Public Accounting Auditor*

As **Systems Development Analyst**: worked in project setting with programmers to define accounting controls and methods for recording general ledger entries through automated interfaces; systems included deposits and in-house peripheral programs; defined Interfaces for commercial checking, commercial loans, commercial real estate loans, and teller system; Improved and implemented operating and balancing procedures for operational areas such as student and consumer loans; in all project conversions, implemented the training of department personnel

As **Bank Reconciliations Manager**: directed project to reduce bank losses from teller transactions for 72 branches; this required clearing

thousands of entries from a suspense account, which ranged from \$1 million to \$3million during a three-month period; the final write-off was less than \$2000; organized and managed special task force of nine individuals responsible for cash and on-us check reconciliations; brought

reconciliations to current status by implementing a standardized PC reconciliation format ; interacted with all levels of management on current

polices, procedures, and accounting controls, interfaced with department heads and personnel on operating and balancing procedures; assured appropriate audit trails

As **Public Accounting Senior Auditor**: planned and directed day-to-day activities required for annual audits in corporations, banks, real estate

developers, and health care organizations