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# JESSICA CLAIRE

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## PROFESSIONAL SUMMARY

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Over 7 years’ experience in grants accounting, account administration and account management with experience working with vendors and employers in the United States and overseas. Experience dealing with account systems and financial documents in English and Arabic.

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## SKILLS

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- MS Office Suite
  - Grants account and management
  - General ledger entry, tracking an review
  - Data trending knowledge
- Budget analysis
  - Superior attention to detail
  - Strong communication skills
  - Advanced bookkeeping skills Invoice coding familiarity

## WORK HISTORY

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**Accountant**, 06/2013 - Current

**Anoka County, Mn** – Anoka, MN

- Preparing and uploading journal entries for monthly cash actual and received grants for cultural office related expenses (e.g., office expenses, students’ health coverage expenses, translation expenses, etc.)
- Processing and sending monthly reports to finance department in Doha-Qatar to explain grants status, expense type, bank statement, remaining cash and budget needed for incoming fiscal year.
- Reviewing monthly field office operating expense reports for accuracy and compliance with assigned budgets.
- Reviewing all expenses and identifying not allowable expenses and providing recommendations and reports to supervisors and cultural Attache.
- Preparing, submitting, and following up on wire transfers and direct deposits made to vendors.
- Maintaining data integrity of all financial transactions submitted to vendors and providing updates and clarifications to supervisors, finance department and auditors.
- Collecting appropriate expense documentation in English and Arabic and entering information into system, general ledger and database.
- Collaborating with Field Finance Managers from Doha-Qatar on expense inquiries, supporting materials, grants, processed wires to vendors, expense allow-ability, policies, and additional awards.
- Reconciling business advance accounts monthly and closing accounts when completed and required by grants.
- Suggesting allowable budget line items changes to comply with funder regulation and budget requirements.
- Providing Analysis and review awards requirements to comply with both employer and funder regulations.

**Accounting Administrator**, 2010 - 06/2013

**Barr Engineering** – Grand Rapids, MI

- Maintained and update spreadsheets with incoming invoices, contracts and awarded grants.
- Coordinated with other departments to verify information and transactions.
- Contacted vendors in US and in the field as necessary to inquire on billing, ask for documents .
- Managed petty cash and cash advance provided to staff.
- Kept management informed of area activities and of any significant problems.
- Attended and participated in meetings as required.

## EDUCATION

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**Master of Science**: Electrical and Computer Engineering, 2008

**New York Institute of Technology**

**Bachelor of Science**: Software Engineering, 2006

**Almansour University College**

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## LANGUAGES:

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- English - Fluent
- Arabic - Native