

JESSICA CLAIRE

- ✉ resumesample@example.com
- ☎ (555) 432-1000
- 📍 100 Montgomery St. 10th Floor

SKILLS

- GAAP proficiency
- Financial statement review
- General ledger accounting
- Account reconciliation specialist
- Expertise in QuickBooks
- Expertise in Excel
- Financial Reporting
- Account Closing
- Payroll Processing
- Variance Analysis
- Expense Reports

EDUCATION

Owens Community College
Perrysburg, OH • 05/2011

CPA Qualifying Certificate:
Accounting
Additional 24 hours of accounting
required to sit for the CPA Exam

Bowling Green State University
Bowling Green, OH • 12/1991

Bachelor of Science: Business
Administration
Purchasing and Production

CERTIFICATIONS

- Certified Public Accountant (CPA)

PROFESSIONAL SUMMARY

Goal-focused Accountant with record of accurate reporting and budget management. Offering 10 years of CPA experience handling full cycle accounting including payroll, budgets, reports, journals, expenditures and payments according to GAAP.

WORK HISTORY

Anagram - Senior Accountant
Austin, TX • 01/2020 - Current

- Position is directly under CFO in medium size, oil parts wholesale company with multiple entities
- Assist with all aspects of monthly close process including preparing various supporting schedules such as prepaid assets, accrued expenses and fixed asset depreciation, and performing all reconciliations necessary to provide consolidated financial statements to investors
- Review and interpret financial statements to ensure accuracy and transparency for activity in the reporting period.
- Complete daily cash functions like account tracking, payroll and wage allocations, and all types of cash and banking reconciliations.
- Reconcile accounts and review all financial materials related to day to day operations.
- Performed reconciliations for inventory including adjustments and research on unusual transactions.
- Handle intercompany transactions and reconcile related accounts.
- Evaluate and improve accuracy and completeness of all financial records.
- Investigate variances uncovered with daily financial reports and correct errors to resolve discrepancies
- Input financial data into general ledger and produce reports using QuickBooks Enterprise and Excel for daily information on how the business is doing
- Document all cash, credit, fixed assets, accrued expenses and line of credit transactions
- Research and evaluate trend lines in financials and report to upper management
- Prepare supporting schedules and provide documentation for outside auditors as needed
- File sales tax in 5 states
- Review time records for 50 employees to verify accuracy of information
- Verify and submit payroll information g. including calculations in overtime, vacation and sick hours for accurate and efficient payroll processing using a 3rd party payroll provider.
- Reconcile health care benefits, tax contributions and retirement accounts to facilitate large-scale account reconciliations
- Perform all accounts payable functions and verify vendor accounts by reconciling monthly statements and related transactions.
- Manage vendors payable by determining best use of outgoing cash, in the form of weekly check runs and domestic and international wires, to maintain good vendor relationships.
- Reconciled vendor payables.
- Handle accounts receivables by collecting cash and credit card receipts, aging reports, collections, reconciliations and any other associated responsibilities.

Anagram - Senior Accountant
Dallas, TX • 03/2013 - 12/2019

- Worked independently to run full cycle accounting and day to day operations of service based janitorial master franchise. Company also sold and financed individual franchises to independent contractors.
- Set up, implemented, and improved accounting systems and processes to meet business's growing needs.
- Managed five employees including one staff accountant.
- Reconciled balance sheet accounts and streamlined best practices for balance sheet processes.
- Prepared monthly schedules for balance sheet reconciliation such as fixed assets and depreciation, accrued expenses, and prepaid assets.
- Evaluated and improved accuracy and completeness of all financial records.
- Prepared monthly and year end financial statements.
- Gathered and analyzed employee, department and company-wide financial information.
- Managed cash flow and all cash transactions and reconciled to bank statement.
- Handled accounts receivable duties including invoicing, cash and credit card receipts, all reporting, and collections.
- Reduced receivable cycle times considerably by implementing effective collection processes.
- Managed all accounts payables from payment to reporting. Improved vendor terms and relationships.
- Prepared reports for and filed sales tax.
- Performed all payroll reports and associated duties to pay employees in house.
- Prepare supporting schedules and provide documentation for outside auditors as needed
- Performed all other accounting duties to complete entire accounting cycle including gathering information, preparing documents, finalizing reports and closing books.
-

BG Chair Company. Inc. - Office Manager and Staff Accountant
City, STATE • 01/1992 - 07/2012

- Oversaw day to day operations and accounting for a small Ohio based manufacturing company working directly with owner.
- Set up and implemented all accounting processes for AR, AP, collections, and cash functions.
- Tracked and recorded expenses and reconciled accounts to maintain accurate, current and compliant financial records.
- Purchased raw materials used for manufacturing.
- Compared vendor prices and negotiated for optimal savings.
- Maintained relationships with vendors and managed invoices for materials for production.
- Generated financial statements and reports detailing accounts receivable status. Also, reviewed accounts on monthly basis to assess aging and pursue collection of funds.
- Reconciled account information and reported figures in general ledger by comparing to bank account statement each month.
- Provided all technical customer support for manufactured product.