

JESSICA CLAIRE

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Summary

A position in a company that will utilize my abilities in accounting and finance while providing the opportunity to increase my knowledge and experience.

Skills

- Analytical reasoning
- Financial statement analysis
- Account reconciliation expert
- Complex problem solving
- Effective time management
- Strong organizational skills
- General ledger accounting
- Flexible team player
- StarBuilder
- Sage Master Builder
- Deltek
- Wind2
- AIA Contract Documents
- Construction Management Toolbox
- Timberline
- JD Edwards
- Quick Books Pro
- Notary Public - Commonwealth of Virginia

Experience

Accountant, 09/2017 to 03/2017

Alliant – Bannockburn, IL

- My primary responsibilities included processing monthly financial statements, analysis of all accounts, advice on short term investment accounts, conduct monthly job cost review meetings, bank reconciliation, budgets, forecast income & expenses, reconciliation of accounts payable invoices to contracts
- I successfully implemented the MasterBuilder accounting system
- Additionally, I was instrumental in streamlining the intra-office reporting process by developing new reports and forms used within the accounting system thereby replacing cumbersome and inconsistent ad hoc spreadsheets
- Thereby allowing for increased efficiency of the accounts payable and enabling GFCC to take advantage of prompt payment discounts offered by vendors

Office Manager, 06/2017 to 09/2017

Mastec Inc. – Orlando, FL

- I streamlined the accounting procedures and helped to develop an increased understanding of financial issues to non-accounting personnel
- Primary responsibilities include managing the administrative staff, human resources, accounts payable, accounts receivable, bank reconciliation, review specifications, review proposals, prepare contracts, billings, payroll, general ledger account reconciliation, prepare financial statements for five different companies for review by outside CPA, correspondence with contractors regarding scheduling and issues

Accountant, 04/2017 to Current

Alliant – Baton Rouge, LA

- Ensure financial transactions are properly recorded in the general ledger and accounted for in accordance with GAAP
- Adhere to as well as recommend improvements to accounting policies, procedures and internal accounting controls
- Prepare and process journal entries along with account analysis and reconciliation, analyze balance sheet accounts, bank reconciliations, reconciling sub-ledger to general ledger
- Full cycle accounts payable and receivable processing including review of proper coding of expenditures
- Enter and balance owner & sub-contractors contract and change orders
- Enter contract budgets and review discrepancies
- Process weekly payroll, tax deposits & 401(k) reporting, file quarterly tax reports, year-end tax reports and W-2's
- Prepare documentation for year-end workers compensation audit, track sub-contract insurance certificates as required by clients
- Oversee health insurance renewal changes and enrollment of employees

Project Accountant, 01/1920 to 06/2017

Dynamic Workforce Solutions – Pauls Valley, OK

- Primary responsibilities included accounts payable, accounts receivable, job budget and committed cost analysis, subcontractor requisitions and AIA billings, meeting with other team members to insure accuracy of reports, collection of lien waivers, general ledger entries, bank reconciliation, and assist with various human resource issues

Education

Northern Virginia Community College - Manassas, Annandale, Alexandria, VA

Fullerton Community College - Fullerton, CA

attended concurrently during my senior year of high school, with classes in Business and Sociology

Katella High School - Anaheim, CA

Skills

Account Reconciliations, Accounting Systems, Accounts Payable, Accounts Receivable, Administrative, AIA, Balance Sheet, Bank Reconciliations, Billings, Budgets, Construction Management, Prepare Contracts, Cost Analysis, Clients, Documentation, Prepare Financial Statements, General Ledger, Human Resources, Insurance, JD Edwards, Lotus Notes, Managing, Meetings, Microsoft Excel, Microsoft Windows 3.1, Notary Public, Payroll, Personnel, Policies, Coding, Pro-Log, Proposals, Quick Books Pro, Reconciling, Reporting, Scheduling, Spreadsheets, Tax, Timberline, Year-end