

JESSICA CLAIRE

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SKILLS

- Microsoft Office tools - Word, Excel, Power Point, MS Access
- E-mailing, phones
- Strong Organizational and time management skills
- Excellent verbal and written communication skills
- Ability to interact with all levels of management
- Excellent and quick learning skills
- Ability to understand complicated accounting systems quickly and resolve issues to the satisfaction of both managers and clients
- Ability to work independently and in a team oriented environment to achieve and exceed goals
- Software Experience - e-Automate, QuickBooks, Peachtree, Net suite, Champion, ADP, OMD, Acc Pac, Quicken Books
- Accounting, Excel
- Accounting systems, Mail
- Accrual, Money
- ADP, Microsoft Office
- A/P, Power Point
- Automate, Word
- Trial Balance, Month End Close
- Balance, Organizational
- Balance Sheet, Payroll
- Bank Reconciliation, Peachtree
- Billing, Profit
- Book, Quick
- Bi, QuickBooks
- Cash register, Quicken
- Closing, Receiving
- Controller, Sales
- Credit, Shipping
- Clients, Spreadsheet
- Expense reports, Tax
- Financials, Taxes
- Financial Accounting, Phones
- Financial statement preparation, Phone
- Prepare Financial Statements, Time management
- Fixed Assets, Written communication skills
- General ledger accounts, Year-end
- General Ledger accounts
- Insurance
- Prepare invoices
- Ledger
- Mailing
- MS Access

EDUCATION AND TRAINING

GND University
Punjab • 1995

M.S

Punjab University
Punjab • 1992

B.Ed. - Masters of Education:
Mathematics and Statistics

Punjab University
Punjab • 1991

B.S

Mission College
Santa Clara, CA

Financial Accounting, Balance Sheet, P&L, Trial Balance, Payroll, Corporate Taxes, Intermediate accounting

Masters of Science: Mathematics

Bachelors of Science:
Mathematics, Statistics,
Economics

SUMMARY

Seeking a responsible position in Finance where I can utilize my 15+ years of professional experience & knowledge.

EXPERIENCE

Apptopia - Accountant

Boston, MA • 04/2001 - Current

- Prepare Financial Statements, Monthly Trial Balance, Balance Sheet, Profit & Loss Statement.
- Daily cash Balance: Prepare and maintain daily bank transactions per bank and reconcile.
- Monthly Bank Rec: Reconcile bank accounts monthly- Checking, Payroll, Flexible Reimb and two Savings accounts.
- Month End Close for A/P and A/R.
- Reconcile Miscellaneous General Ledger accounts - A/R Employees, Refund (clearing account), A/R Misc., Deferred compensation, Prepaid Insurance and Prepaid Workers Comp., Other A/P, Prepaid Business Insurance, Payroll Clearing,.
- Monthly amortization and reconciliation of prepaid accounts.
- Reconcile Petty Cash- Monthly.
- A/R Collections: Do collections on past due accounts.
- Do corrections and adjustments from customer's inquiries and do write offs on bad accounts.
- Credit Card Transactions: Everyday credit card charges and post them to the proper accounts after receiving the money in the bank.
- Daily Cash Applications: Post all the recvd.
- Checks to proper accounts.
- Then run LJ cash register update.
- Fixed Assets Depreciation: Rec.
- Fixed assets monthly.
- Run SM reports for all line nos.
- In Fixed Assets and update spreadsheet accordingly.
- Add new additions and retirements.
- Monthly Journal Entries: Prepare and do monthly journal entries.
- Assist CFO in various projects and Financials.
- Perform the job necessary to prepare year-end audit schedules.
- Sales tax return: Doing Quarterly sales tax return and the payment and also doing Monthly estimated sales tax calculation and payment.
- Property tax: prepare and do annually property tax return.

Acuren - Accounting Manager

La Porte, TX • 03/2000 - 04/2001

- Daily Cash Balance - Prepare and maintain spreadsheet for daily bank transactions per bank and reconcile with.
- Cash forecast: Weekly cash forecast for one month - update spreadsheet according to orders.
- Match with actual shipping and billing numbers.
- Prepare chart.
- Month end close for A/P and A/R- Run reports, balance them and prepare spreadsheet.
- Fixed Asset Depreciation.
- Monthly Bank Reconciliation: Payroll, General Checking and Savings Accounts.
- Reconcile Misc.
- General ledger accounts.
- Prepare and do monthly journal entries.
- Track prepaid and accrual accounts.
- Book Payroll.
- Manage six persons in accounting- Controls and manage A/R, A/P, G/L, Payroll.
- Assist Controller in various Projects and year-end close.
- Prepare 1099 using vendor ledger and mail them, Prepare 1096 and send to IRS.
- Perform the job necessary to prepare for end of year audit.
- A/R Collections: Do collections on past due accounts.
- Do corrections and adjustments from customers inquiries and do write off on bad accounts.

Acuren - Accounting Manager

Houston, TX • 02/1998 - 02/2000

- A/P - Open new vendors accounts, receive and match invoices, code and enter invoices, weekly check run, post the manual checks in the system.
- Process all wire transfer and prepare corresponding journal entries, attend phone calls, verify and process expense reports.
- A/R - Open new accounts, track the aging list and do collections for past due accounts, prepare bank deposits daily, book the deposits, do corrections and adjustments from customers inquiries and do write off on bad accounts.
- Payroll- Administer the full scope of bi-weekly payroll for over 40 employees, maintain PC punch plus time clock system, prepare time cards, prepare and maintain spreadsheet for all employees, analyze and audit all payroll activities, balance all items on bi-weekly payroll to ensure the integrity and accuracy of all entries before releasing checks, reconcile payroll bank account, post payroll in the system.
- Assist Controller for year end closing process, financial statement preparation and special projects.
- Give employment verification and credit verification.
- Prepare total calculations of overtime, vacation, sick and other hours.
- Billing - Prepare invoices using Champion and send to clients.
- Prepare and apply monthly commission calculations for recruiters and accounts managers.
- Prepare W-2 and 1099 using vendor ledger and mail them, prepare 1096 and send to IRS.
- Manager of two persons in accounting.

ACTIVITIES AND HONORS