

JESSICA CLAIRE

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HIGHLIGHTS

- Guest services
- Inventory control procedures
- Merchandising expertise
- Loss prevention
- Cash register operations
- Product promotions

EDUCATION

Fox School of Business, Temple University
Philadelphia, PA
Bachelor Business Administration: Accounting Accounting

SUMMARY

Results driven and award winning accounting and auditing professional with over ten years of experience. Motivated team leader and excellent mentor. Exceptional skills in: Generally Accepted Accounting Principles Generally Accepted Auditing Standards Interviewing Techniques Research & Data Gathering Financial Analysis Budget Preparation Accounts Payable/Accounts Receivable Implementing Effective Internal Controls OMB Circular A-133 MS Office

ACCOMPLISHMENTS

EXPERIENCE

Transamerica Life Insurance Company - Accountant
Doral, FL • 09/2015 - 03/2016

- Evaluated the effectiveness of financial processes, and made procedural changes to improve Child Support Cashier Collections and Settlement which, decreased incidence of misallocated funds due to software glitches and documentation mistakes.
- Recommended video surveillance system installation which, safeguarded cashiers.
- Participated in committees and task forces established to analyze and resolve systemic problems.
- Performed a financial data analysis of \$1.3 million and 4,700 receipts to locate busy periods in the Child Support Cashier Booth, and noted that the Cashier Booth is usually the most busy during the beginning and end of the month as well as around holidays.
- Interpreted and implemented a variety of policies and guidelines, and proposed findings and solutions to decrease errors and susceptibility to fraud such as utilizing a second cash register at the Child Support Cashier Booth when cashiers may feel overwhelmed from high client volume.
- Supervised and trained six staff members on proper utilization of policies and procedures to insure that there would be less possibility of inaccuracies.
- Reviewed and approved twelve bank reconciliations to insure accuracy.
- Reconciled Child Support Fee check register on a daily and monthly basis.
- Audited Child Support Files, and reconciled amount of Child Support owed to the PACSES (Pennsylvania Child Support Enforcement System),.

State Of Maryland - Administrative Specialist II
Garrett, IN • 09/2014 - 09/2015

- Posted and entered accounting data to the City's financial database using proper fund codes.
- Gathered and reviewed supporting detail as well as re-computed invoices and backup documentation, and authorized invoices for payment.
- Examined accounting records to ensure that all data was correctly and consistently recorded.
- Identified and corrected incorrect entries and other clerical errors.
- Also, communicated with vendors to assist with billing disputes.
- Prepared bank deposits and booked income for SELF Inc.
- client savings accounts in Quickbooks.
- Also, recorded receipt of money orders.
- Reviewed and evaluated target, operating, and quarterly budgets for funds amounting to approximately \$100 M.
- Developed reports required by Federal and State monitoring agencies for the Homeless Prevention and Rapid Re-Housing (HPRP) and Child and Adult Care Food (CACFP) program within deadlines.
- Reviewed relevant regulations, contracts, laws, ordinances and procedures governing departmental decision-making.

Bluecross Blueshield Of South Carolina - Auditor II
San Francisco, CA • 04/2005 - 09/2014

- Evaluated city departments for conformity with SAPS (Standard Accounting Procedures), GAAP (Generally Accepted Accounting Principles), and departmental policies and procedures.
- Audited city departments for grant compliance with CFDA (Catalog of Financial Domestic Assistance) and state requirements.
- Assessed Federal and State grant compliance requirements including: laws and regulations, administrative procedures, contract terms, and general grant stipulations.
- Reviewed prior year's audit documentation, audit report, management letter, and budgetary testimony.
- Met with department representatives during entrance conferences to discuss objectives and timetables.
- Interviewed department officials to gain knowledge of the internal control systems in place.
- Also, prepared internal control questionnaires to assist in the modification of audit programs.
- Selected audit sample, and completed attribute testing of sample items.
- Prepared and organized audit work papers.
- Formulated findings and recommendations based on exceptions found.
- Investigated cases of suspected fraud or abuse including: noncompliance with Charter School laws, contractual fraud, co-mingling of funds, and overstatement of assets on financial statements.

Transamerica Life Insurance Company - Accountant
Elgin, IL • 01/2003 - 04/2005

- Searched account histories to locate imbalances and incorrect entries.
- Prepared invoices and reconciled asset and liability account balances for 300 agency contracts, which accounted for \$550 M per fiscal year.
- Established and maintained effective working relationships with agency officials and administrators.
- Compiled, summarized, and analyzed financial data concerning accounting transactions.
- Performed basic statistical analyses to determine trends, estimates, and significant changes.
- Examined accounting source documents for conformance to standard accounting principles, departmental and citywide procedural directives and guidelines, and legal or budgetary restrictions.
- Provided technical direction to a staff of six financial service staff members.

PROFESSIONAL AFFILIATIONS

Assisted in auditing Emergency Medical Services (EMS) and found only 60% of Philadelphia Fire Department (PFD) ambulances met a widely accepted standard of arriving on scene at a medical emergency in less than nine minutes, ambulance crews were overworked, and the demand on some EMS units was excessive. Won the bronze Knighton Award from the National Association of Local Government Auditors (NALGA) for submissions -Reviewed the School District of Philadelphia's Charter School Office and noted that 51 out of 63, or 81%, of charter schools' files were incomplete, missing items such as the charter agreement itself, articles of incorporation or proof of insurance leaving them vulnerable to fraud. Recognized for excellence by the Association for Certified Fraud Examiners (ACFE)

SKILLS

Accounting, administrative, agency, audit report, backup, bank reconciliations, basic, billing, budgets, cash register, Cashier, Catalog, clerical, conferences, contracts, client, data analysis, database, decision-making, direction, documentation, Financial, financial statements, funds, legal, money, policies, processes, Quickbooks, video