

JESSICA CLAIRE

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PROFESSIONAL SUMMARY

Driven professional with 15 years of accounting experience. Strong background in Full-Cycle Accounts Payable, Accounts Receivable, Financial Reporting, Collections, Reconciliations, Audit support, Tax Preparation, etc. Visionary team leader with outstanding team-building skills. Adaptability and willingness to learn new skills. Flexible and versatile – able to work well under pressure.

SKILLS

- Proficient in Microsoft Office (Excel, Pivot Tables & Formulas), Word, Outlook, Vendor portals, Bank access, Transaction pro, Credits Card online. Aderant Systems, Expert Image, RLM System, Concur, JDE, LS Management, MAS90 thru 500, Chrome River, QuickBooks.
- Excellent organization skills, analytical and detail oriented.
- Problem solver, resourceful and versatile.
- Multi-tasking priorities and projects.
- Cooperative, Friendly and pleasant to work with.
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WORK HISTORY

08/2020 to Current **Accountant**

Avx – Myrtle Beach, SC

- Full cycle Accounts Payable daily processing of vendor invoices, wire postings and month end duties
- Liaise with vendors, attorneys and staff to monitor and follow-up on invoice status
- Prepare month- end postings and GL account postings
- Review and scan Invoices for data entry, back-up documentation and approvals prior to payment
- Handle expense reimbursements and process through expense program
- Process daily check requests and rush check requests
- Enter hard and soft costs/disbursements into accounting system
- Handle end of year tax filing 10-99s, obtain W-9's
- Reconcile credit card payments and set up wire information for payments to be sent bi-weekly
- Effectively communicate with vendors regarding payment issues, past due vendor statements and inquires
- Communicate with attorneys and clients regarding all AP inquires including payment status, AP invoices
- Timely research and statements received and special projects on reportings as needed
- Enter Wire transfers, vendor adjustments, credit card statement transactions and checks
- Work with Billers to monitor follow-up on client disbursements retainers
- Special Adhoc projects

06/2017 to 03/2020 **Accountant**

Avx – Detroit, MI

- Handle full-cycle accounts payable functions
- Process weekly check run- get payment approvals, code invoices, and submit ACH payments
- Prepare month- end schedules and accruals
- Process and review duplicate invoices
- Set up new vendors
- Set up new ACH vendor info in bank
- Set up wire transfers international and Book2Bank transfers
- Research payment inquiries and communicate with vendors/payees
- Assist with annual audit schedules and requests
- Daily, weekly, and monthly financial reporting
- Identifying payment discrepancies and initiating collection or dispute resolutions; preformed follow up with procedures as needed
- Audit expense reports.

06/2016 to 05/2017 **Accountant**

Axos Bank – Overland Park, KS

- Developed system in place for importing AP related invoices into MAS200
- Using data porter and data files making it more electronic versus manual and streamlining better workflow
- Reconcile vendor accounts on by weekly and monthly basis
- Keeping up to date with vendor statements
- Approving AP invoices for freight charges
- Processed and posted AP vendor invoices into MAS200
- Work closely with freight forwarders
- Negotiate freight quotes and decide which ones to assign for all shipments
- Confirm bookings for shipments with China team
- Work closely with China team approving freight forwarders and handling any other logistic issues
- Analysis on new freight forwarders to get better rates and save company money
- Negotiate cheaper rate quotes on by weekly basis if not monthly with forwarders
- Developed system in place for AR collections
- Trained staff on how to contribute in helping resolve claims in question
- Trained two employees how to process credit requests how to resolve and approve claims
- Processed shipments into MAS200 and assembled goods into system to receive products into warehouses.

08/2007 to 05/2016 **Accountant**

Axos Bank – Los Angeles, CA

- Responsible for handling all AP for 5 companies
- Set up vendor, collect W9's for tax purposes
- Processed payroll and employee reimbursement checks
- Set up and filed 10-99's and W2's for all 5 companies
- Reconciled AP vendor accounts on weekly and monthly basis
- Ensured all vendors were paid on time
- Followed up via email and phone call keeping good relationship with all vendors
- Worked closely with controller
- Assisted with any tasks and projects when requested from CEO
- Posted wires, credit card and manual check payments
- Made bank deposits also mailed taxes and any other IRS mail needing to go certified mail
- Reconciled wire and checking accounts
- Processed receipt of goods from all incoming shipments
- Ensured all purchase orders have been invoiced
- Set up purchase orders when requested for new and existing vendors
- Created excel reports for cash flow purposes.

EDUCATION

05/2003

High School Diploma
Elsik High School - Houston, TX