

# JESSICA CLAIRE

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

## PROFESSIONAL SUMMARY

Seasoned Accountant Supervisor bringing more than 5 years of experience directing accounting systems for diverse business groups. Industrious and cost-conscious with excellent project management abilities. Advanced understanding of Corporate Construction standards.

## SKILLS

- Problem Solving
- Account Reconciliation
- Document Recordkeeping
- Intuit QuickBooks
- Accounts Payable
- Monthly and Annual Journal Entries
- Accounting Procedures Validation
- Financial Statements Review
- Critical Thinking and Analysis
- Microsoft Office
- Accounting Software Systems
- Discrepancy Reconciliation
- Processing Checks and Invoices
- Invoice Coding Familiarity
- Excellent Managerial Techniques
- Advanced Bookkeeping Skills
- Account Reconciliation Processes
- Financial Statements Expertise
- Closing Processes
- General Ledger Accounting Expertise
- Intuit QuickBooks specialist
- Account reconciliation specialist
- QuickBooks expert
- Partnership accounting
- Finance
- Administrative support
- Schedule Management
- Budgeting
- Financial Management
- MS Office Suite
- Bookkeeping
- Superior attention to detail
- Cash Flow analysis

## WORK HISTORY

08/2019 to Current **Accountant**

Always Best Care – Hartland, WI

- Set up and improved accounting systems and processes to meet business needs and maximize operational success.
- Reconciled accounts and reviewed expense data, net worth and assets.
- Gathered financial information, prepared documents, and closed books.
- Evaluated and improved accuracy and completeness of financial records.
- Supported monthly reporting analysis to achieve validation of internal reports and to reconcile production operations and general ledger.
- Reviewed accounting structures and procedures on regular basis to identify areas in need of improvement.
- Applied strong leadership talents and problem-solving skills to maintain team efficiency and organize workflows.
- Created successful work schedules for each team member to maintain deadlines and fully staff shifts.
- Utilized standard operating procedures, effective crew resource management, communication and procedures specified in company operation manual.
- Introduced team contests and goals to enhance productivity and improve employee morale.
- Streamlined operations of multiple lines of business within organization.
- Built, managed and coached insourced and outsourced teams.
- Set overall vision and provided team leadership.
- Developed training, task and process guidelines and communicated clear and concise directions to employees.
- Adjusted job assignments and schedules to keep pace with dynamic business needs, factoring in processes, employee knowledge and customer demands.
- Evaluated employee performance and coached and trained to improve weak areas.
- Worked with management team to implement proper division of responsibilities.
- Revitalized operational structures and procedures to successfully control turnover and waste, enhance output and boost overall quality.
- Audited and documented processes and procedures for new accounts department.
- Maintained compliance with company policies, objectives and communication goals.

03/2018 to 07/2019 **Accountant**

Always Best Care – Hillsborough, NC

- Gathered financial information, prepared documents, and closed books.
- Supported monthly reporting analysis to achieve validation of internal reports and to reconcile production operations and general ledger.
- Evaluated and improved accuracy and completeness of financial records.
- Reconciled accounts and reviewed expense data, net worth and assets.
- Set up and improved accounting systems and processes to meet business needs and maximize operational success.
- Tracked financial progress by creating quarterly and yearly balance sheets.
- Maintained up-to-date knowledge on permits, certificates and documents mandatory for government departments.
- Documented cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Performed advanced reviews of business operational trends and expected obligations to prepare accurate forecasts.
- Monitored 8-employee team while handling day-to-day accounting processes and financial accuracy.

10/2016 to 01/2018 **Car Saleswoman - Trade in Specialist**

Doane University – Crete, NE

- Created trade marketing strategies to communicate strategies to Sales Team Managers.
- Met with members to understand goals and recommend solutions to fit specific needs.
- Developed and maintained strong knowledge of multiple products and varying levels of benefits within each product.
- Greeted customers on lot and in showroom to answer questions about brand and available inventory.
- Met customers on lot and in showroom to discuss available vehicles and options.
- Followed-up on warm Internet leads and responded to customer questions about vehicle availability, price and options while fielding inquiries from various marketing websites.
- Demonstrated automobiles by explaining characteristics, capabilities and features, taking test drives and explaining warranties and services.
- Answered telephone and email inquiries from potential customers.
- Closed sales by overcoming objections, asking for sales, negotiating price and completing purchase contracts.
- Responded to customer enquiries via telephone and email.

03/2015 to 09/2016 **Accounting Assistant**

Bedrock Stone & Design – City, STATE

- Used accounting software to prepare weekly and monthly financial reports.
- Reconciled account information and reported figures in general ledger by comparing to bank account statement each month.
- Investigated daily variances and corrected errors to resolve discrepancies.
- Reconciled company accounts for credit cards, employee expenses and commissions.
- Prepared itemized statements, bills or invoices and recorded amounts due for items purchased or services rendered.
- Completed weekly check runs and maintained accounting ledgers by verifying and posting account transactions into accounting system.
- Maintained clean and organized files by keeping accounts payable records up-to-date.
- Reported financial data and updated financial records in ledgers and journals.
- Communicated with suppliers to reconcile invoice payments.
- Directed clients to appropriate accountants, answered phone calls and replied to office emails for excellent customer service.
- Maintained accurate and complete documentation for financial department procedures to facilitate new employee training.
- Supervised daily bookkeeping operations with attention to accounts receivable, accounts payable, banking reconciliation and disbursements.

## EDUCATION

Bachelor of Science: Baking And Pastry Arts

The Art Institute of Houston - Austin Texas

06/2012

High School Diploma

Hutto High School - Hutto, TX