

# JESSICA CLAIRE

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📞 (555) 432-1000  
📍 Montgomery Street, San Francisco, CA 94105

## SKILLS

- Account reconciliation specialist
- Intuit QuickBooks specialist
- Calculating Liabilities
- Account Reconciliation Processes
- Closing Processes
- Budgeting
- Budget Analysis
- Bookkeeping
- Schedule Management
- Financial Management
- Account Reconciliation
- Partnership accounting
- SAP Expertise
- ERP (Enterprise Resource Planning) Software
- Advanced Bookkeeping Skills
- Financial Statements Expertise
- General Ledger Accounting Expertise
- Superior attention to detail
- Self-motivated professional
- Administrative support
- MS Office Suite
- Statutory Reporting
- Finance

## EDUCATION

Universidad Del Zulia  
Maracaibo • 07/2000  
*Bachelor of Science:* Accountant

## PROFESSIONAL SUMMARY

Knowledgeable accounting professional bringing 20 years of experience in oil and gas and farming industry. Successful at revamping and strengthening controls, reorganizing processes and simplifying procedures to maximize efficiency and accuracy of accounting records. Proficient in SAP and Quickbooks.

## WORK HISTORY

Ike Group - Accountant  
Honolulu, HI • 11/2019 - Current

- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and all types of cash and banking reconciliations.
- Strengthened financial management processes to bring errors to near-zero in reporting, payroll administration and general bookkeeping.
- Set up and improved accounting systems and processes to meet business needs and maximize effectiveness of operations.
- Maintained up-to-date knowledge on permits, certificates and documents mandatory for government departments.
- Supported monthly reporting analysis to achieve validation of internal reports and to reconcile production operations and general ledger.
- Managed entire accounting cycle including gathering information, preparing documents, finalizing reports and closing books.
- Prepared documents, reports and presentations for executives and board members using advanced software proficiencies.
- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Reviewed accounting structures and procedures on regular basis to identify areas in need of improvement.
- Reconciled accounts and reviewed all materials, including surplus, income, expense data, net worth and assets.
- Tracked financial progress by creating quarterly and yearly balance sheets.

Meta Platforms, Inc. - General Accounting Manager  
Huntsville, AL • 05/2017 - 07/2019

- Implemented updated production, productivity, quality and customer service standards to improve company financial standing.
- Created budgets and forecasts for management group in alignment with accounting deadlines.
- Initiated comprehensive account assessments to check viability, stability and profitability of business operations.
- Tracked farming industry business revenue and costs with SAP, diligently reconciling accounts to maintain high accuracy.
- Tracked all expenses and inventory purchases against budget guidelines.
- Renewed business insurance by scheduling values, including personal and real property, vehicles, computers, equipment, media, and accounts receivable.
- Developed cost process and cost determination improvements to increase efficiency and productivity and presented to management for approval.
- Established cost financial systems that affected all aspects of company operations.
- Material Ledger SAP
- Analyze different cost centers

Vulcanforms Inc. - Financial Controller  
Devens, MA • 04/2014 - 10/2016

- Prepared corporate fiscal and business plans to help strategically direct business operations and strengthen controls.
- Mitigated risk by implementing internal controls and safeguards for revenues and expenditures.
- SOX Reports elaboration
- Prepared accurate financial reports and monthly statements for accounts receivable.
- Planned budgets, authorized expenditures, monitored accounting processes, established service rates and coordinated financial reporting to oversee all fiscal procedures.
- Accurately projected monthly cash expenditures through efficient budgeting and detailed document reviews.
- Updated and reviewed financial reporting packages and managed financial reporting processes, including SOX report and Financial Statements.

Vulcanforms Inc. - Financial Controller  
Burlington, MA • 07/2007 - 03/2014

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