

# JESSICA CLAIRE

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## SUMMARY

Capable Accountant successful at managing multiple projects and consistently meeting deadlines under pressure. Extensive knowledge of accounting software and processes.

## HIGHLIGHTS

- Financial statement analysis
- Budget forecasting expertise
- Strong organizational skills
- General ledger accounting
- Flexible team player
- Complex problem solving
- Financial planner
- ADP Knowledge
- Great Plains familiarity
- Lawson Financials knowledge
- PeopleSoft knowledge
- AS 400, SAGE MIP, & FAS 100 Knowledge
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## ACCOMPLISHMENTS

### General Ledger Accounts

- Maintained accurate accounts including cash, inventory, prepaid, fixed assets, accounts payable, accrued expenses and investment transactions

## EXPERIENCE

### Accountant, 01/2013 - Current

#### Waste Management – Dahlenega, GA

- Analyze all Prepaid expenses and record monthly expense
- Processed payroll entry and employee pay adjustments.
- Calculate and prepare Sales & uses for three states, prepare journal entry for sales & use taxes payable.
- Accruals of real estates taxes, & utility expense for 47 theater.
- Perform on Special projects for Controller;

### Staff Accountant, 03/2009 - 03/2012

#### Four Seasons Hotels Inc – Las Vegas, NV

- Prepared and maintained accounting records and reports.
- Prepare and post monthly journal entries. Maintain and analyze month account analysis.
- Fixed assets special project – identified and deleted not useful assets in the Fixed Asset
- Prepared and verified cash deposit, applied funds to appropriate A/R customers, reconciled cash to General Ledger.
- Analyze all Prepaid expenses and record monthly expense
- Assisted the CFO with the production of the monthly financial, management reports and board packages.
- Prepare monthly balance sheet , income statement and bank reconciliations
- Prepare and create special financial excel worksheets for accounting use

### Staff Accountant, 09/2005 - 05/2008

#### Four Seasons Hotels Inc – Hampshire, IL

- Assist with month-end closing process and prepare monthly reports.
- Responsible for General ledger analysis.
- Prepare general ledger journal entries, bank reconciliation and account reconciliation.
- Handled cash and deposits using the proper accounting procedures and documentation. Entered weekly sales and customer sales for review by controller.
- Processed journal entries, online transfers and payments.
- Balanced batch summary reports for verification and approval. Conducted month-end balance sheet reviews and reconciled any variances. Coded the general ledger and processed vendor invoice payments.

### Accounting Assistant (Consultant), 02/2005 - 06/2005

#### Gucci Group – City, STATE

- Reconcile daily and monthly bank statements

Researched and resolved billing and invoice problems.

- Assist Controller monthly with account reconciliations, financial reports, and standard monthly journal entries.
- Prepare monthly Brand Reporting package for assigned brands
- Run month end reports for closing and distribute to appropriate personal.

### Accounting Clerk (Consultant), 09/2004 - 03/2005

#### Tetra Tech Inc – City, STATE

- Prepared monthly general ledger account analysis.
- Prepared journal entries to distribute telephone cost and obtain P Cards statements from P card holders on monthly basis; prepared journal entries to distribute cost accordingly to the purchase.

## EDUCATION

BBA: Accounting, 12/2006

Berkeley College - New York, NY