

# 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. I have 35 years of experience as an Accountant in industries including Public Accounting, Petrochemical/Research and Technology, Oil and Gas Services, Equestrian Farms, Manufacturing and Health Care.

## Highlights

- Accounting Month-End
- Financial Analysis
- Variance Explanations
- Budgeting
- Fixed Asset
- Cost Reductions
- Outside Auditors
- SAP Power User
- Internal Auditors, Riyadh
- Core Process Review Team
- CI/Lean Basic Training-White Belt Certificate
- Loss Prevention Team/Auditor/Fire Warden
- Employee's Club Member

## Accomplishments

### Key Achievements:

- Protested property taxes and reduced property value by over \$2M saving the company more than \$200K in annual property taxes and saving the company more than \$21K in property tax consulting fees.
- Worked on Budget Committee for 2005 Budget.
- Spearheaded implementation of PB Views in the Accounting Department for all cost centers at SAI.
- Served as a SAP Power User in the Accounting Department.
- Served on the Core Process Review Team.

## Experience

### Accountant, 10/2014 to 02/2015

#### Amentum – New Cumberland, PA

- Republic Services ~ due diligence work on a couple acquisitions.
- Balance sheet reconciliations for five divisions, various other miscellaneous reconciliations in various systems.

### Cost/Inventory Accountant, 2011 to 04/2014

#### Argo Ai – Austin, TX

- Performed various functions in the Cost/Inventory Accounting department such as month-end close, setting up new and updating current SUC's, warehouse mapping, MAC mapping, CASS weekly import, Open Payables Account and Inventory reconciliations after month-end close.
- Process changes in January 2013 changing from SUC to AUC, analyzing costs weekly to verify reasonableness.
- Consolidation of Open Payables (Open P O Receipts) for Cost/Inventory Accounting Group.
- Occasionally help with fixed asset and inventory audits at various locations around the United States.
- Additional activities: CI White Belt, Loss Prevention Team, Fire Warden, Auditor and Employee's Club Member.

### Accountant II - Environmental Solutions Spare Parts HUB-Closed, 09/2008 to 2011

#### Amentum – Newport News, VA

- Performed all accounting functions for supply hub.
- Analyze financial reports and records, ensure accuracy and report any anomalies.
- Review and verify the accuracy of journal entries.
- Reconciliation of cycle/physical counts and management reports of the same.
- Provide reports for auditors.
- Serve as a resource for US Districts regarding cycle counts, in-transit reconciliation and any/all inventory issues.
- Processed all payables for purchase orders.
- This was a new facility so I also set-up all procedures for the accounting functions.
- Additional activities: Loss Prevention Team.

### Fixed Asset Accountant, 02/2008 to 09/2008

#### Cirruslabs – Salt Lake City, UT

- Dagen Personnel ~ M-I SWACO ~ Appropriation Request reconciliations using Oracle, CETA and SAM software packages to reconcile CIP accounts in the Corporate Accounting Fixed Asset Group. Tracked all capital spending against approved capital requests. Coordinated fixed asset additions.

### Accountant, 07/2007 to 02/2008

#### Contract Work – City, STATE

- THE MERGIS GROUP ~ Ultraflore-State Income Tax Returns, audit schedules including inventory, clean-up accounts receivable and accounts payable in their system as well as state sales tax and payroll taxes.
- ACCOUNTEMPS ~ Wallis State Bank-filling in for an employee on medical leave doing month-end reports. ~ Houston Baptist University-reconciling student accounts with scholarship funds, processing payables and journal entries.

### Senior Accountant, 06/1998 to 10/2006

#### SABIC Americas, Inc.-SABIC Technology Center – City, STATE

- Prepared financial reports, developed budgets, and performed variance analysis in accordance with business plan for senior management including team/project leaders.

- Prepared financial reports that included development of monthly/annual financial schedules and budgets including cost center and project specific as well as inception-to-date.

- Oversee general accounting functions, including inter-company invoicing to Parent and other affiliates, AP for Technology Center, account reconciliation, and fixed assets.

- Responsible for all commercial insurance policies all of SAI.

## Education

### Bachelor of Arts: Supply Chain Management, 2017

#### Ashford University - San Diego, CA

In Progress.

### Associate of Arts: Accounting Technology, 02/80

#### Scott Community College - Bettendorf, IA

GPA: Graduated with Honors GPA: 3.51

Accounting over 40 credit hours and thirty-five years of progressive experience.

## Skills

### Computer Applications

- SAP Financial-Accounting Module
- SAP FI/CO Module
- SAP Asset Management Module
- PB Views/Six Sigma
- Lawson/InfoPro
- Oracle-GL/OPM/Payables/Fixed Assets
- BPCS
- COGNOS Upfront
- COGNOS PowerPlay
- Sam
- CETA
- MAS90/Best FAS
- MS Excel, Access, Word, PowerPoint
- Great Plains
- Platinum
- QuickBooks
- Peachtree
- SBT
- Libra
- Open Systems
- Various Others