

# JESSICA CLAIRE

Montgomery Street, San Francisco, CA 94105  
(555) 432-1000 - resumesample@example.com

## EXECUTIVE PROFILE

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I am currently looking for new challenges in the accounting field.

I have over twenty eight years of experience in accounting and finance. I also have experience in human resources and benefits management.

I am a highly motivated individual who enjoys working with others. I have spent my entire career in the accounting profession. I have experience from entry level bookkeeping through executive management. I offer many years of experience and knowledge in accounts receivables, payables, payroll and general ledger.

I have expertise in all aspects of tax management. This includes sales, payroll and income tax preparation.

## PROFESSIONAL EXPERIENCE

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09/2014 to Current **Accountant**

**Altivia – Crosby, TX**

Human resources manager and accountant of petroleum distributor with annual sales in excess of ten million dollars. Responsible for all financial reporting for company, including but not limited to preparation of internal financial statements, motor fuels taxes and sales taxes for several states. Responsible for oversight and implementation of human resources and benefits packages. Also responsible for accounts payable and oversight of accounts receivables and all related reconciliations and audits.

08/2007 to Current **Treasurer**

**City Of Las Cruces – Las Cruces, NM**

Treasurer of church. Responsible for preparation of budgets, payroll, including all tax reporting and bank relationships. Also responsible for weekly offering reconciliation and contribution reporting.

1991 to 07/2014 **Controller**

**Arconic – Lancaster, PA**

Controller of petroleum distributor with annual sales in excess of one hundred million dollars. Responsible for all financial reporting for company, including but not limited to preparation of financial statements, income tax, payroll and payroll tax reporting, motor fuels taxes and sales tax. Responsible for oversight and implementation of human resources and benefits packages. Also responsible for accounts payable and oversight of accounts receivables and all related reconciliations and audits.

05/1986 to 1991 **Bookkeeper/Data Entry**

**Hamilton Oil Company – City, STATE**

Bookkeeper/Data Entry Clerk. Responsible for data entry for both accounts receivables and accounts payable for a petroleum distributor. Also responsible for payroll and general ledger as well as tax reporting.

## EDUCATION

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1986

**Bachelor of Science: Business-Finance**

**Virginia Polytechnic Institute and State University - Blacksburg, VA**