

JESSICA CLAIRE

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☎ (555) 432-1000

📍 100 Montgomery St. 10th Floor

SKILLS

- Processing checks and invoices
- Tax return filing
- Regulatory compliance
- Budget forecasting expertise
- GAAP accounting
- Account reconciliation expert
- Financial portfolio management
- Accounts receivable
- Accounts payable
- Quickbooks
- Microsoft excel
- Garnishments
- General ledger accounting
- Bookkeeping
- Journal entries
- Financial report writing
- Office Management
- Office managemen
- Auditing
- Financial statement preparation
- Customer service
- DocuSign
- Microsoft office (10+ years)
- Microsoft word
- Microsoft outlook
- Google docs
- Detail oriented
- TempWorks
- Cash handling
- Payroll processing (including multistate payroll)
- Direct deposits

EDUCATION AND TRAINING

Indiana Wesleyan University
Marion, IN • 12/2016

Associate of Science: Business

Greenwood Community High School
Greenwood, IN • 05/2010

High School Diploma: General Studies

SUMMARY

Reputable Accountant skillful in valuing prospects and using diverse statistical techniques. Well-versed in generating models and forecasting trends. Key financial team member valued for insight and input into financial decisions.

EXPERIENCE

Black & Veatch Corporation - Accountant
Md, MD • 11/2022 - Current

- Collected and assembled financial data to analyze costs on year-to-year basis relative to fiscal planning and budgeting activities.
- Examined budget estimates for completeness, accuracy and conformance with procedures and regulations.
- Interacted with internal and external auditors to help complete audits and resolve issues.
- Conducted financial analysis and research to advise senior management on forecasting decisions.
- Applied mathematical skills to calculate totals, check figures, and correct problems with physical and digital files.
- Developed and documented business processes and accounting policies to maintain and strengthen internal controls.
- Prepared monthly and year-end closing statements, financial documents and invoices.
- Monitored balance sheets and income statements to evaluate financial performance.
- Conducted forecasting and risk analysis assessments to maintain financial stability.
- Analyzed revenue and expenditure trends and recommended appropriate budget levels to business operations leaders.
- Reviewed financial information detailing assets, liabilities and capital and prepared balance sheets and profit and loss statements.
- Tracked employee payroll processes to verify timely reporting and avoid late fees.
- Analyzed monthly department budgeting and accounting reports to maintain expenditure controls.
- Calculated and prepared checks for utilities, taxes and other payments.
- Verified documented and requested disbursements to facilitate payments.
- Maintained accurate invoice summaries and collection records to enhance monitoring of billing and cash inflows.
- Displayed strong telephone etiquette, effectively handling difficult calls.
- Monitored payroll, credit card purchases and invoicing to prevent financial errors.
- Analyzed key performance indicators to identify effective strategies.
- Maintained positive working relationship with fellow staff and management.
- Assessed company operations for compliance with safety standards.
- Worked closely with human resources to support employee management and organizational planning.
- Created plans to propose solutions to problems related to efficiency, costs or profits.
- Followed up with customer accounts to resolve unpaid or past due accounts.
- Checked office stock to determine supply levels and maintain inventory.
- Improved office organization by developing filing system and customer database protocols.
- Identified needs of customers promptly and efficiently.
- Implemented strategies to take advantage of new opportunities.
- Utilized document management system to organize company files, keeping up-to-date and easily accessible data.
- Audited company's legal documents to verify compliant policies and procedures.
- Set specific goals for projects to measure progress and evaluate end results.
- Identified and led cost management initiatives to achieve quantified results.
- Identified areas for improvement, narrowing focus for decision-makers in making necessary changes.
- Monitored operations and reviewed records and metrics to understand company performance.
- Analyzed company's expenditures and developed financial models.
- Developed innovative strategies to establish best practices, promoting profitability.
- Appraised, forecasted and determined conditions and strategies to achieve goals and objectives.
- Organized client meetings to provide project updates.
- Researched and developed administrative policies, procedures and guidelines to facilitate operations.

Amentum - Payroll Specialist
Suitland, MD • 05/2019 - 05/2020

- My duties were:
- Processing payroll
- Processing child supports and payments
- Garnishments
- Answering interrogatories
- Entering in hours, wages, and rates into TempWorks
- Billing and creating statements for customers
- Accounting
- Emailing customers
- Fax documents
- Invoicing

Homestead Automotive - Bookkeeper/Office Manager
City, STATE • 06/2017 - 04/2019

- Entering customer data and account info into Quickbooks
- Providing account statements for customers
- Entering in AP/AR info into Quickbooks and manually in a general ledger/hard copy receipts
- Bank deposits and filling out bank deposit slips
- Providing net gross profit and loss statements to the company
- Answering customer account questions and concerns
- Billing and sending out statements/receipts
- Oversaw AP and bookkeeping
- Collected payments
- Managed office supplies
- Handled copying, faxing and filing
- Handled all financials
- Emailing customers
- Invoicing
- Prepared customer quotes for auto repairs or purchases
- Process payroll

Strouse Roll-Offs Inc - Bookkeeper/Office Manager
City, STATE • 06/2016 - 06/2017

- Entering customer data and account info into Quickbooks
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- Emailing customers
- Invoicing

ADDITIONAL INFORMATION

- <https://www.linkedin.com/in/Jessica-Claire-516a2b236>