

Jessica Claire

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SUMMARY

Motivated, experienced Accountant who effectively manages multiple projects, and possesses superior organizational and problem solving skills. A self-starter with a positive attitude and willingness to support company goals is seeking a challenging position.

SKILLS

- Billing and Collections
- Accounts Payable/ Receivable
- Human Resources/ Payroll
- General Ledger Maintenance
- Assists with Month End Close
- Accounting Software/ Microsoft Office
- Notary Commissioned
- Participates in yearly audits

EXPERIENCE

GRANT ACCOUNTANT 06/2013 to CURRENT

Catholic Community Services Of | Bellingham, WA

- Maintains General Ledger.
- Assists with Month End Close.
- Month End Reporting/ Invoicing of assigned grants.
- Trains new employees on accounting principles and company procedures.
- Creates periodic reports comparing budgeted costs to actual costs.
- Weekly draw down cash from the State of Missouri utilizing the Financial Reporting System.
- Facilitates Accounts Receivable, including billing and collections.
- Processes Accounts Payable using Sage software.
- Manages many budgets for several grants, awards and contracts.
- Documents fiscal procedures and revises fiscal procedures as needed.
- Forecasting for several programs and departments as requested.

ACCOUNT CLERK 09/2012 to 06/2013

Geodis | Riverside, CA

- Accounts Payable
- Payroll
- General Ledger Reconciliation
- Accounts Receivable

ADMINISTRATIVE ASSISTANT 06/2006 to 06/2011

Columbus Mckinnon Corporation | Damascus, VA

- Managed office supplies, vendors, organization and upkeep.
- Cash management for various projects.
- Managed school picture program.
- Managed parking tag program.
- Directed guests and routed deliveries and courier services.
- Answered and managed incoming and outgoing calls while recording accurate messages.
- Greeted numerous visitors, including VIPs, vendors and interview candidates.
- Facilitated the changes to the student handbook each year.
- Implemented the staff and student ID program.

ACCOUNTING MANAGER 05/2005 to 06/2006

24 Hour Fitness Worldwide, Inc. | Monrovia, CA

- Processed and reconciled Accounts Payable.
- Processed and reconciled Accounts Receivable including deposits.
- Facilitated all Billing and Collections.
- Maintained integrity of general ledger, including the chart of accounts.
- Filed tax returns and prepared governmental reports in compliance with strict standards.
- Generated financial statements and facilitated account closing procedures each month.
- Analyzed and researched accounting issues to improve accounting operations procedures.
- Performed cost analysis as needed.

ADMINISTRATIVE ASSISTANT AND BILLING SPECIALIST 01/1997 to 05/2004

Reliable Disposal, Inc./ IESI | City, STATE

- Accurately performed billing for three departments.
- Facilitated collections for all delinquent accounts.
- Set up new accounts including credit requests.
- Created account merge and billing process for IESI after acquiring several small companies, facilitating a smooth merge of all companies.
- Performed complete payroll including payroll taxes.
- Managed accounts payable and accounts receivable.
- Reconciliation of vendor statements.

EDUCATION AND TRAINING

Associate of Applied Science | Accounting
St. Louis Community College, St. Louis, MO
Accounting

Honors Project Completed in Financial Accounting