

# JESSICA CLAIRE

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## SUMMARY

15 Years of experience in Account receivable and Account payable field and other related accounting functions. STRENGTHS: . Detail oriented with ability to maintain high level of quality. . Excellent written and verbal communication skills and able to prioritize. . Able to identify, and define problem and take corrective measures. . Trustworthy, ethical, hardworking, and meet deadlines. . Ability to work effectively in team and independently. . Flexible and adaptable, willingness to learn new skills, and accept new tasks. . Ability to maintain confidentiality at all times. Articulate [Job Title] driven to succeed. Strategic planning and client relationship management expert. [job title] with more than [number] years of experience planning, developing and implementing [program or process]. Creative professional with extensive project experience from concept to development. Talents include [areas of expertise]. Analyst with extensive experience in [Fields]. Proficiencies include [Skill set 1] and [Skill set 2]. [Job Title] with background as [Job Title 1] and [Job Title 2] looking to join a growing entrepreneurial organization as part of the Executive team. Results-oriented, strategic sales professional with [Number] years in the [Industry] industry. Articulate [Job Title] driven to succeed. Strategic planning and client relationship management expert. [job title] with more than [number] years of experience planning, developing and implementing [program or process]. Creative professional with extensive project experience from concept to development. Talents include [areas of expertise].

## SKILLS

- Results-oriented
- Results-oriented
- Operations management
- Client-focused
- Excel in [areas of expertise]
- Proficiency in [area]

## EXPERIENCE

### Accountant

Alliance For Positive Health – Albany, NY

- Conducted analysis to address [issue] which led to [positive outcome]. Increased sales by 17% over a two-year period. Provided onsite training. Monitored multiple databases to keep track of all company inventory. Successfully led key projects which resulted in [positive outcome]. Checked the E-mail every day and responded, written interaction with brokers, bank, treasury operations, and within the financial department.
- Documented receipt of data and checks received and documents and evaluates results and finalize utilizing the accounting system.
- Deposited all checks received in financial department to the bank on a daily basis, and maintained log for further verification and follow up.
- Handled all cash receipts, wire transfers ,and ACH, entered in accounting system, and distributed to accountants for cash applications.
- Prepared journal entries for foreign wire transfers and foreign cash receipts and send processes through treasury operations.
- Generated cash receipt journal on daily and monthly basis, and maintain files with supporting documentation in accordance with company policy and for auditing purpose.
- Investigated and cleared any outstanding accounts receivable through bank, treasury department for yearend closings in smoothly and timely manner.
- Communicated to brokers, bank, treasury operations and accountants for any discrepancies through phone, E-mail, and correspondence and rectified.
- Performed bank reconciliations monthly.
- Resolved and met any queries with in the financial department, and help to clear open cash receipts by providing receipt number and supporting documentation in a timely manner.
- Accounts Payable duties:
- Handled and processed all accounts payable checks through treasury operations and mailed with supporting documentation on a daily basis.

- Recorded all accounts payable transactions, in accounting system and distributed to accountants for cash applications with in the financial department.
- Processed all outgoing wire transfers requested by accountants in a timely manner, through treasury operations and entered for cash applications.
- Generated cash disbursement journal on a daily and monthly basis, and file with supporting documents for future reference.
- Maintained a log for higher amounts which requires two signatures, and prepared spreadsheet and supporting documentation for further analysis of accounting manager.
- Developed and maintained relationship with bank, claims, accounting personnel's, treasury operations for the smooth handling of account receivables and payables.
- Take steps to make assigned job accurately and efficiently .

## EDUCATION AND TRAINING

Associate Degree: Accounting

National Education Center - Philadelphia, PA

Accounting

Bachelor of Science degree: Accounting

University of Kerala

Accounting

## ACTIVITIES AND HONORS

## SKILLS

accounting, accounting manager, accounting system, accounts payable, accounts receivable, auditing, bank reconciliations, cash receipts, documentation, E-mail, financial, mail, payables, personnel, processes, maintain files, spreadsheet, phone, treasury, written, yearend