

# JESSICA CLAIRE

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## Professional Summary

Accounting professional and a CPA Candidate working full time as a corporate accountant seeking new opportunities to grow my professional knowledge with an emphasis on financial reporting and contribute to the growth and success of an inspiring company

## Skills

- SAP, Proficient in using Microsoft Office Suite, Quickbooks, ProSystem fx® Engagement, UltraTaxCS software, and ASII
- Strong understanding of GAAP, SOX, SAS
- Excellent communication skills, and ability to present complex information in an easy to understand format
- Exceptional time management skills, able to incorporate charity volunteer work into a busy schedule

## Work History

**Accountant, 04/2021 to Current**

**Ameriprise Financial – Seminole, FL**

- Assist in monthly closing with general ledger entries, Balance Sheet and P&L reporting, and full balance sheet analysis and reconciliations
- Responsible for full cycle AP process including but not limited to processing, inputting, and reporting with emphasis on cash balance management.
- Prepare accurate and timely monthly bank reconciliations and credit card reconciliations, ensuring set credit limits are maintained
- Ownership of fixed asset accounting; updating depreciation schedules and monitoring and tracking life of fixed assets along with the IT department; creating and recording monthly depreciation journal entry
- Maintain financial schedules and execute ad hoc accounting projects, such as maintenance of internal Financial Risk Tracker with support from FP&A team and cash flow reporting for our acquiring company
- Prepare and reconcile commissions to be paid to client's advisors. Client Rebates Payable
- Responsible for implementing company policy and processing employee travel and expense reimbursement according to IRS guidelines
- Support Claims revenue, Admin Revenue, Rebate Revenue, Clinical Savings revenue processes in management's absence

**Accountant, AP, 03/XXX8 to Current**

**KEYENCE Corporation Of America – City, STATE**

- Assist in monthly and year end General Ledger entries consisting of accruals, prepaids, and reclass entries, rent, and amortized rent schedules
- Assist in P&L Reporting for Management
- Accurate and timely maintenance of General Ledger account sub-ledgers on a weekly and monthly basis
- Monthly analysis of Balance Sheet and Sub Ledgers for accurate reporting and any necessary reclassification's
- Report to CFO advanced reviews of business operational trends and expected obligations related to the company's expenses and suggest improvements
- Timely and accurate processing of an average 120 accounts payable invoices per week
- Reconciliation and internal review of 250 employee expense reports following the IRS Publication 403 Accountable plan
- Internal sales tax audits reviewing of over a thousand sales tax permits for valid status for CA and KY customers, lead the internal sales tax audit for ME to satisfy compliance inquiry from state auditor
- Internal audits for IRS Tax compliance for a thousand plus employee's expense reimbursements following the accountable plan
- Performed South Dakota vs Wayfair Compliance research adding 10 new taxing states and proper business compliance
- Created internal training manuals to allow for ease of process explanation and task transfer to new team members including hands on support during task trainings

**Staff 2 Experienced Accountant, 01/XXX6 to 12/XXX7**

**Geltrude & Company – City, STATE**

**Audit Experience:**

- Performed independent audits for real estate entities such as large hotels and luxury apartments owned by a very large private family owned and operated real estate company under supervision and guidance of the audit manager
- Assisted as a staff in auditing 401(k) pension plans and employee stock ownership plans and helped in the preparation of financial statements under the supervisions of the audit partner and managers
- Worked on filing annual financial statements with the Real Estate Assessment Center of multi-family housing for low income housing clients for compliance and financial assessment with the U.S. Department of Housing and Urban Development after the HUD Audits were finalized by the Audit Partner

**Tax Experience:**

- Prepared individual returns (1040's), assisted in preparing corporate returns (1120's), and prepared financial tax schedules for K-1's for partnership returns (1065's) for various small to large clients under tax manager supervision
- Did quarterly sales tax filings for small business clients
- Assisted tax managers with supplemental schedules to prepare Form 1041 returns
- Conducting independent research on different state taxation laws for clients that had businesses or properties out of state, responded to tax notices received by clients with independent tax research
- Helped the firm sign up for paper-less tax extensions for Information Returns
- Prepared IRS tax penalty abatement letters for clients which were reviewed by managers before being sent out

## Education

**Bachelor of Science: Accounting 3.2 GPA, XXX6**

**Montclair State University - Montclair, NJ**

**Associate of Arts: Political Science And Law 3.4 GPA, XXX6**

**Montclair State University - Montclair, NJ**