

# JESSICA CLAIRE

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## PROFESSIONAL SUMMARY

Seasoned Accountant bringing more than 20 years of experience directing accounting systems for diverse business groups. Industrious and cost-conscious with excellent project management abilities. Handles detail-oriented work in methodical and organized fashion. Leverages field expertise, resourcefulness and diligence to make positive impact on business operations.

## SKILLS

- Accounting Processes & Management
- Microsoft Office Suite
- GAAP, IFRS Principles & SOX
- ERP Software- Advantage, Quickbooks, Sage, Hyperion, Viewpoint, ProAlpha, Syteline
- Month End / Year End Closings
- Tax – Sales, Use, Fuels, IFTA
- Financial analysis
- Superior attention to detail

## WORK HISTORY

03/2019 to 07/2020 **Accountant**

**Ameriprise Financial** – Toledo, OH

- Key contributor for all Month End/ Year End closing procedures
- Prepare and maintain all fixed asset records and perform annual fixed asset physical inventory.
- First point of contact for Accounts Receivable and Accounts Payable Department members and provides guidance for the proper accounting treatment.
- Provide analysis to cost center owners about their department's financial performance.
- Uses professional concepts and company policies and procedures to pro-actively solve a wide range of difficult problems in creative and practical ways.
- Engages in critical and confidential aspects of accounting.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Strengthened financial management processes to bring errors to near-zero in reporting, payroll administration and general bookkeeping.
- Reconciled accounts and reviewed all materials, including surplus, income, expense data, net worth and assets.
- Filed tax returns and prepared governmental reports in compliance with strict standards.
- Partnered with auditors on annual audits and realized compliance with governmental tax guidelines.
- Analyzed and researched reporting issues to improve accounting operations procedures.
- Analyzed monthly balance sheet accounts for corporate reporting.
- Maintained up-to-date knowledge on permits, certificates and documents mandatory for government departments.
- Generated financial statements and facilitated account closing procedures each month.
- Managed entire accounting cycle including gathering information, preparing documents, finalizing reports and closing books.
- Maintained cash flow by monitoring bank balances and cash requirements.
- Directed gathering of all required documentation and files for account audits and completed reviews.

Project: Nor-Cal Accounting:

- Managed all areas of accounting, including accounts payable and receivable, general ledger management, banking reconciliations and monthly balance sheet statements.
- Supervised accounting department operations and team of 4 employees.
- Coached, trained and delegated tasks to 4 team members to meet specific department goals.

12/2013 to 03/2019 **Accounting Manager**

**3D Systems** – Rock Hill, SC

- Prepare high quality account reconciliations and analysis; clear reconciling items to ensure timely processing of transactions •Month end closings which include journal entries, accruals, and inventory adjustments •Develop working relationship with operations managers provide support with financial analysis where needed.
- Communicate positively and effectively with members of Finance and Operations to ensure accurate information is received and issues are resolved in a timely manner.
- Prepare for and respond to internal and external audit requests.
- Compile/analyze financial data from multiple sources by way of Excel, Hyperion /Essbase •Ensure adequate controls are in place and maintained to safeguard financial assets.
- Ensure compliance with IFRS accounting principles and internal control SOX requirements •Completion of monthly sales tax, use tax, special fuels tax reporting, quarterly IFTA reporting, and annual/semi-annual financial reporting •Support the process improvement initiatives and participate in a collaborative team environment •Responsible for Equipment and Fixed Asset related accounting processes •Review lease contracts and archive in database.
- Prepare monthly equipment reports and distribute to management.
- Willingly accept new tasks and responsibilities outside defined scope of work.

08/2012 to 12/2013 **Staff Accountant**

**Related Companies** – Arlington, TX

- Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions, and complete corresponding reconciliations.
- Prepare and analyze financial information detailing assets, liabilities, capital, income & expenses.
- Review, investigate, and correct errors and inconsistencies in financial entries, documents, and reports.
- Ensure that all deadlines are met in accordance with the closing dates set by management.
- Key Results: •Reconciliations for all locations, operating accounts •Month end closes, account allocations and analysis, general journal entries, inter-company transactions •Sales Tax reporting/payment for all locations, Royalties •Monthly accruals, loan schedules, payments, amortizations •Accounts Receivable for all locations •Multiple Worksite Reporting, Audit Preparations •Monthly reports.

02/2007 to 08/2012 **Accounts Payable Manager/ Asst Bookkeeper**

**CAMOSSE MASONRY SUPPLY INC [Retail Stores]** – Worcester & Charlton, MA / **Henry Camosse & Son Inc [Manufacturer]** – City, STATE

- For all three companies, handled daily A/P processes; managed vendor/supplier relations; and oversaw the timely, accurate processing of invoices, purchase orders, expense reports, credit memos and payment transactions.
- Maintained adherence to corporate, accounting and GAAP standards; addressed issues from vendors regarding accounts payable; and ensured accurate and compliant A/P files and records in accordance with company policies and government regulations.
- Key Results: Managed the accurate and timely processing of invoices for three separate companies.
- Assessed and closed A/P sub-ledger on a monthly basis, validated content and resolved various issues.
- Prepare year end 1099s.
- Assist Bookkeeper with daily activities, month end, year end preparations and closings.
- Handled daily cash drawer, balanced and replenished Scanned all daily paperwork in an electronic filing system.

## EDUCATION

2017 **Bachelors: Business Administration – Accounting**  
**FITCHBURG STATE UNIVERSITY** - Fitchburg, MA

2003 **Associates Degree: Business Administration**  
**MOUNT WACHUSETT COMMUNITY COLLEGE** - Gardner, MA