

# Jessica Claire

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**SUMMARY** • Experienced school fund Accountant interested in further advancing career to the next level. Goal oriented, knowledgeable and capable of managing multiple projects and consistently meeting deadlines under pressure.

**CORE STRENGTHS** • School fund accounting  
• Account reconciliation  
• Cash flow projections  
• Budget analysis/forecasting  
• General ledger accounting  
• Accounts payable/receivable  
• Governmental reporting  
• School bond experience

**ACCOMPLISHMENTS** • Achieved the Chief Financial Officer (CFO) certification through the Michigan School Business Officials organization.

**EXPERIENCE** • **ACCOUNTANT** 07/2014 to CURRENT

## Waste Management | Douglasville, GA

- Perform all general ledger duties for district.
- Reconcile multiple bank accounts monthly.
- Record and project cash flows.
- Perform Accounts Payable/Receivable duties.
- Manage child care billing for two locations.
- Analyze budgets and amend as necessary.
- Assist auditors with yearly financial statements.
- Supply school board members with financial data.
- Create Purchase Orders and supply to vendors.
- Reconcile student lunch account purchases.
- Prepare calendar year-end tax documents.
- Assisted and trained staff with various accounting software tasks such as purchase order entry and budget report generating.

## STAFF ACCOUNTANT

10/2010 to 06/2014

## Four Seasons Hotels Inc | Los Angeles, CA

- Performed Accounts Payable duties for three local area public school districts.
- Processed Purchase Orders and supplied to vendors.
- Prepared and processed 1099's at calendar year-end.
- Prepared various reports on a weekly basis and supplied local districts with valuable information.
- Streamlined document attachment process within accounting software.

## PACKAGE HANDLER

07/2007 to 08/2010

## Berry Global Group Inc. | Bloomington, IN

- Earned Employee of the Month on multiple occasions for customer focus and taking initiative.

**EDUCATION** • **BBA | Accountancy** APRIL 2010  
**Western Michigan University, Kalamazoo, MI**  
Haworth College of Business

**SKILLS** •

- Creative problem solving skills.
- Advanced computer skills.
- Works great with others.
- Continuous initiative for process improvement.