

JESSICA CLAIRE

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PROFESSIONAL SUMMARY

Detail-oriented Accounting and Finance Professional with 6+ years effectively maintaining accurate accounting information for large-scale financial organizations. History working as part of financial team to manage diverse financial functions, tax management and reporting and managing schedules, directing teams and overseeing closing processes. Well-versed in GAAP, ledger updates and report writing. Exceptional interpersonal, communication and multitasking abilities.

SKILLS

- Payroll Auditing
- Financial and Regulatory Consulting
- Tax Liabilities
- Effective and Professional Communication
- Financial Statements
- Accounting Software Systems
- GAAP Accounting Practices
- Payroll Preparation
- Software and Hardware Implementation
- Server Management
- SAP expertise
- Budget Analysis
- MS Office Suite

WORK HISTORY

Accountant, 03/2022 - Current

Avx – Greenville, SC

- Gathered financial information from Grant agreements to prepare Grantee Contracts In SAP
- Working on State of Illinois Accounting systems and processes including SAP and HANA Reporting.
- Establishing detailed for accounting system NON-Federal grantor agencies.
- Establishing and maintaining associated cost centers, Monitoring expenditures through out life of grants and advising management in necessary grant adjustments or grant extension requests.
- Preparing CODS(Contract Obligation Document)and Vouchers for grant agreements.
- Processing refunds according to state Guidelines.
- Preparing Monthly Reconciliations between obligations and Grant Vouchers to ensure there is no discrepancies.
- Reviewing accounting structures and procedures on regular basis to identify areas in need of improvement
- Decreased errors to near-zero in reporting and vouchering and general bookkeeping.
- Reviewing Monthly Periodic financial reports submitted by grantees, Ensuring there are No discrepancies in amounts of vouchers,
- Decreased errors in Grantee budget administration by reviewing reports, leveraging knowledge to strengthen controls and improve transparency.

Financial Consultant, 03/2022 - Current

Brightree – Madison, WI

- Assisting walk-in traffic with identifying financial needs and goals to provide customized solutions.
- Educating Management on various financial matters and providing professional recommendations on investment opportunities, products and services based on each clients' individual needs.
- Consulting management as needed

Finance and Administration Manager, 08/2019 - 03/2022

University Of Colorado – Colorado Springs, CO

- Completed clerical and data entry tasks to optimize financial procedures.
- Updated daily transaction records to assist with payroll and billing administration.
- Reconciled accounts and investigated variances.
- Analyzed budgets, forecasts and current trends to support overall financial operations.
- Monitored and compiled data and reports to present to leadership.
- Produced Quarterly reports outlining latest financial information such as expenses, income and outstanding balances from Insurance Companies.
- Checked payroll, vendor payments, commissions and other accounting disbursements for accuracy and compliance.
- Recruited, interviewed, hired and trained 10 employees and implemented mentoring program to promote positive feedback and engagement.
- Prepared internal and regulatory financial reports, balance sheets and income statements.
- Prepared cash flow projections, cost analysis and monthly, quarterly and annual reports.
- Resolved escalated Insurance payment issues, Brought Discrepancies to near-Zero.
- Ensured timely Collections of AR which didn't exceed more than 30 days time frame.
- Prepared bi-weekly payroll for 10 employees and maintained all associated files
- Reconciled accounts and investigated variances
- Monitored and compiled data and reports to present to leadership
- Prepared and posted receipts and deposits to facilitate standard bookkeeping
- Updated daily transaction records to assist with payroll and billing administration

Accounting and Finance Intern, 09/2016 - 07/2019

Bae Systems – Warrenton, VA

- Assisted with month-end closing processes and verified journal entries.

- Assisted with account reviews and preparation for account reviews.

- Developed and analyzed various budgets and performed financial statement analysis.

- Supported finance department payroll administration while monitoring reportable hours of 10 full-time employees.

- Gained knowledge of accounting principles and standards and general business practices to evaluate financial data and transactions.

- Reconciled company accounts for credit cards, employee expenses and commissions.

- Maintained accurate and complete documentation for financial department procedures to facilitate new employee training.

- Balanced and submitted financial reports for review and approval

- Received, reviewed and verified validity and completeness of appropriation, accounting and financial data

- Gained knowledge of accounting principles and standards and general business practices to evaluate financial data and transactions

EDUCATION

B.S: Accounting And Finance, 03/2019

East West University - Chicago

- Dean's List 1st Semester
- University Scholarship Recipient
- Study Abroad: Melbourne Australia, Business

A.A.S: Business

Cambridge International College - Melbourne

ACCOMPLISHMENTS

- Documented and resolved AR Issues which led to reimbursement.

- Supervised team of 10 staff members.

- Used Microsoft Excel to develop inventory tracking spreadsheets.

- Generated 100% reduction in billing errors which led to revenue increase.

- Handled and resolved the largest Number of reporting discrepancies Within a month.