

# JESSICA CLAIRE

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## PROFESSIONAL SUMMARY

Experienced Accountant proficient in laws and procedures governing business operations, tax filings and regulatory compliance. Handles detail-oriented work in methodical and organized fashion. Leverages field expertise, resourcefulness and diligence to make positive impact on business operations.

## SKILLS

- Goal setting
- Great Plains
- Inventory
- Access
- Promos
- Nalcomis
- Excel
- PowerPoint
- Microsoft Word
- Policies
- Processes
- Year-end
- A/P
- Balance Sheet
- Budgeting
- Cognos
- Star
- Ebac
- Clients
- Financials
- Financial statements
- General Ledger
- Spreadsheets
- Intuit QuickBooks specialist

## WORK HISTORY

### Teledyne Technologies - Accountant

Trenton, NJ • 08/2015 - Current

- Prepared and entered journal entries to record and adjust daily and monthly operation activities
  - Supported both month-end and year-end close processes along with processing 1099s and creating schedules for external accountants
  - Maintained monthly sales rep commission reports
  - Assisted with fixed asset information through processing and schedules
  - Analyzed various schedules of accounts for the financial statements
  - Assisted with annual budgeting processes by creating schedules of accounts as needed
  - Reconciled General Ledger Balance Sheet Accounts using Excel on a monthly basis
  - Responded and assisted with inquiries associated with the financials
  - Assisted with various duties pertaining to both A/R and A/P
  - Made recommendations to improve processes and helped create additions or adjustments to policies
  - Assisted with goal setting opportunities for monthly, quarterly and annual processes
  - Summarized daily cash receipts and recorded them into Excel
  - Collected and analyzed weekly and monthly invoices using QuickBooks for both Domestic and International clients.
- Strengthened financial management processes to bring errors to near-zero in reporting, payroll administration and general bookkeeping.
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and all types of cash and banking reconciliations.
- Conducted detailed technical and analytical review of federal/state corporate, partnership and S corporation tax returns, FAS 109 provisions, and quarterly estimates prepared by associates.
- Reconciled accounts and reviewed all materials, including surplus, income, expense data, net worth and assets.
- Set up and improved accounting systems and processes to meet business needs and maximize effectiveness of operations.
- Prepared and filed [Type] and [Type] tax forms for commercial and individual clients.
- Evaluated and improved accuracy and completeness of [Type] financial records to boost regulatory compliance.
- Partnered with auditors on annual audits and realized compliance with governmental tax guidelines.
- Managed entire accounting cycle including gathering information, preparing documents, finalizing reports and closing books.
- Tracked financial progress by creating quarterly and yearly balance sheets.
- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Supported monthly reporting analysis to achieve validation of internal reports and to reconcile production operations and general ledger.
- Reviewed accounting structures and procedures on regular basis to identify areas in need of improvement.

### Teledyne Technologies - Expeditor/Avionics Technician

Billerica, MA • 07/2010 - 04/2015

- Reconciled and summarized various reports generated in Nalcomis between Squadron level and Supply.
- Ordered and prepared entries using Nalcomis for CH-53E aircraft parts.
- Developed a strong relationship with Supply and Squadron level to increase efficiency of receiving and delivering parts for the aircraft.
- Analyzed the inventory of the aircraft parts for the Squadron.
- Collected, organized and synthesized spreadsheets in Excel to keep track of over a thousand aircraft parts worth multi-millions of dollars.
- Tested electrical aircraft systems, components and equipment for compliance with standards and to uncover any malfunctions.
- Performed thorough visual and physical inspections of all electrical parts.

### Curriculum Associates - Accountant

Boston/Billerica, MA • 11/2008 - 05/2009

- Utilized Excel's various functions to create Reconciliations.
- Organized and posted Reconciliations utilizing both Excel and Great Plains monthly for respective sites.

### RehabCare Group- Company Wide Layoff - Staff Accountant

City, STATE • 01/2008 - 07/2008

- Collected and posted journal entries using Cognos and Promos essential for RehabCare Group's financial statements on a monthly basis.
- Organized and revised monthly invoices using Star for specific units/facilities.
- Communicated with managers from the field of operations about their financial statements.