

JESSICA CLAIRE

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SUMMARY

General Accounting Practices and principles; Intermediate Accounting; Advanced Cost Accounting; Accounting Information Systems; Concepts of Federal Income Tax and Problems in Taxation. Detail-oriented Accounting manager with 15 years effectively maintaining accurate accounting information for mid-scale financial organizations. Talented Senior Accountant highly effective at solving routine and critical issues across all operational levels. Dynamic Accounts Payable Lead who thrives in high-pressure, team atmospheres. Extensively trained in Mas100, Quickbooks, and Peachtree. Accounts Receivable Lead who leverages strong organizational, technical and interpersonal skills. Detail-oriented HR Associate with excellent analytical skills and experience with benefits and payroll administration.

AFFILIATIONS

Member of Accounting Society Association (ASA) Member of Computer Society Association (CSA) Member of Saint Holy Spirit Church Choir Member of Vietnamese Catholic group

SKILLS

- Generally Accepted Accounting Principles
- Accounting Management
- Accounts payable, receivable, payroll and HR
- Analytical reasoning
- Financial Reporting
- Advanced computer proficiency
- Staff Management
- Strong in Oracle, Quickbooks, NetSuite, and Mas
- Budgeting
- Account reconciliation specialist

WORK HISTORY

07/2019 to Current **Accounting Manager & Human Resources**

Vix Technology – Denver, CO

- Manage accounting operations, including journal entries, collection efforts, reconciliations and payroll processing
- Support Chief Financial Officer on yearly audit
- Prepare financial statements, business activity reports, annual budgets and other records
- Develop process improvements to increase efficiency and productivity and present to management for approval
- Organize budget documentation and track expenses to maintain tight business controls
- Create and initiate accounting procedures to increase organization
- Manage all areas of accounting, including accounts payable and receivable, general ledger management, banking reconciliations and monthly balance sheet statements
- Maintain cash flow by monitoring bank balances and cash requirements
- Maintain compliance with company standards and legal requirements
- Reconcile accounts and resolve both internal variances and discrepancies in external documentation
- Complete bi-weekly payroll for company employees, including calculating taxes, vacation and sick time
- Coach, train and delegate tasks to 2 team members to meet specific department goals
- Manage 401(k) retirement plans
- Respond to general Associate questions pertaining to company policies, procedures, and benefits programs
- Manage and coordinate company drug testing and background checks
- Ensure the accurate processing of all HR paperwork including pre-authorizations, new-hire and Associate separation paperwork
- Conduct and ensure that all new-hire orientations are conducted timely and alignment with company practice
- Provide HR policy and procedure guidance to divisions to ensure compliance

09/2017 to 06/2019 **Senior Accountant**

James River Insurance – Richmond, VA

- Maintained general ledger accounts and month end closing procedures
- Reconciled general ledger and bank accounts balances
- Verified, allocated and reconciled accounts payable and receivable
- Established banking relationships including maintaining lender requirements
- Accrued Revenue and Deferred Revenue
- Assisted in preparation of monthly and annual reporting package, including 1099 year-end
- Assisted in annual budget preparation
- Assisted in preparation of interim forecasts and projections
- Analyzed financial information and summarized financial status
- Spotted errors and suggested ways to improve efficiency and spending
- Reviewed and recommended modifications to accounting systems and procedures
- Produced error-free accounting reports
- Directed annual audits to ensure compliance
- Assisted with tax return preparation and audits
- Developed and documented business processes and accounting policies
- Ensured accuracy and completeness of all accounting records along with compliance with GAAP
- Revenue & expense recognition in accordance with contract
- Managed accounts receivable and collections
- Reviewed, trained and mentored junior staffs
- Supported HR to set up new state and withholding tax by states
- Managed 401(k) retirement plans

06/2004 to 09/2017 **Accounting Manager**

United Service Technologies – City, STATE

- Overseen and performed daily accounting activities including, full cycle of Accounts Payable, Accounts Receivable, Collection and support HR functions
- Reviewed GL Coding to ensure items were properly coded
- Prepared and maintained supporting documentation, detail general ledger, financial statements, balance sheet, journal entries and other supporting schedules and calculations
- Overseen and performed payroll system on semi-monthly basis (multi-state payrolls CA, TX, NV)
- Knowledge of ADP applications and payroll system.
- Filed tax returns and prepared governmental reports in compliance with strict standards.
- Supported project manager on project cost activities including actual, budget and forecast.
- Trained 5 new employees on accounting principles and company procedures
- Created weekly Accounting dashboard and semi-monthly overtime report
- Created quarterly and yearly audit schedules.
- Supported Chief Financial Officer and Controller on monthly, quarterly and annual accounting close process
- Created W-2 and 1099-Misc tax forms
- Supported internal and external auditor's requests and inquiries
- Organized budget documentation and tracked expenses to maintain tight business controls

EDUCATION

2004 **Bachelor of Arts: Accounting & Management Information System**
California State University - Fullerton

1999 **Associate of Arts: Business Administration**
Golden West College - Huntington Beach, CA

ADDITIONAL INFORMATION

"Additional employment history is available upon request"