

Jessica Claire

📍 100 Montgomery St. 10th Floor 📞 (555) 432-1000 ✉️ resumesample@example.com

SUMMARY

Skilled employee with a positive attitude
Friendly Account with 2 years of experience supporting accounting teams in financial planning and management. Well-versed in preparing tax invoices, completing complicated calculations and verifying invoices. Bringing excellent communication and collaboration skills to complete assigned tasks.

SKILLS

- Tax return filing
- Payroll liability and deductions
- Year-end close
- Payroll management
- General ledger accounting
- Accounting and bookkeeping
- Strategic planning
- Accounts payable
- General ledger entries
- Payroll administration
- Account reconciliation
- Adobe software proficiency
- A/P and A/R
- GAAP Accounting
- Proficient in
- Proficient in Medical Software such as ADS,Ibeza,EMR.
- Proficient in Excel,Microsoft Word,PowerPoint,Access
- Sage 50 US proficiency
- QuickBooks
- Textura and Procore (Contractor's Billing Software)

EXPERIENCE

ACCOUNTANT 02/2020 to CURRENT

Us Oncology, Inc. | Columbia, MD

- Analyzed financial statements and income statements to review company's financial performance.
- Prepared monthly and year-end closing statements, financial documents and invoices.
- Investigated and resolved discrepancies in monthly bank accounts.
- Balanced reports and batch summaries to submit for approval.
- Collaborated extensively with auditors during preliminary and year-end audit processes.
- Monitored company costs and presented budget forecasts for each quarter.
- Managed accounts payable, accounts receivable, bank reconciliations and payroll function.
- Prepared month-end closing entries for detailed reporting and recordkeeping.
- Reviewed and reconciled discrepancies in accounts and financial documentation.
- Coded invoices and other records to maintain organized and accurate records.
- Processed payroll and reviewed employee liability balances in support of HR objectives.
- Reviewed AP general ledger entries and deposits for contract compliance.
- Applied mathematical skills to calculate totals, check figures and correct problems with physical and digital files.

OFFICE MANAGER 12/2016 to 12/2018

Chase Brass | Wheeling, IL

- Maintains office services by organizing office operations and procedures; preparing payroll; controlling correspondence; designing filing systems; reviewing and approving supply requisitions
- Other duties were, prepare invoices for every shipment dispatched in the company
- Managed office inventory and placed new supply orders.
- Handled scheduling and managed timely and effective allocation of resources and calendars.
- Trained and mentored administrative staff members in company policies, daily task execution, and industry best practices.
- Coordinated office activities and operations to secure efficiency and compliance with company policies.
- Elevated customer satisfaction ratings by resolving client and case issues effectively.

PATIENT REPRESENTATIVE, SURGICAL COORDINATOR AND FRONT DESK 06/2013 to 09/2014

Emd Millipore | Wiesbaden, DE

- Spoke to patients upon arrival to determine if personal data or insurance information had changed.
- Supervised patient flow by checking in patients immediately upon arrival.
- Informed patients of delays and approximate wait times upon arrival for appointments.
- Documented patient intake and dietary requirements and aided with feeding and monitoring.
- Responded to patient alarms and needs-assessment requests to identify a course of treatment.
- Checked patient insurance and collected pre-authorizations from providers.
- Worked with operating facilities to schedule procedures on behalf of surgeons.
- Booked surgeries according to physician volume and maintained prompt turnaround times.
- Gathered current medical information and reviewed histories to gather details for surgeons.
- Distributed treatment and procedural information to patients.
- Managed patient check-in and check-out procedures and processed payments.
- Located scheduling barriers and implemented appropriate solutions.
- Coordinated work processes and routed paperwork to appropriate physicians and staff members.

SOCIALIST 09/2009 to 07/2012

Ministry Of Public Health | City

Specialist A in economic management at the department of Foreign trade and currency, where the performance of the principal tasks was:

- Performed budget formulation work involving review and preparation of budget estimates and financial plans for the national health system
- Monitored budget execution work, including obligations incurred and actual expenditures of funds.
- Determined and tracked budget expenses with accuracy and transparency.

EDUCATION AND TRAINING

MBA | Accounting 01/2019

Metropolitan University Ana G, Miami Lakes

Accountant Clerk. and QuickBooks 01/2016

Miami Coral Park Adult

HFC& Block, Income Tax Course | Income Tax 01/2015

HR & Block , Atlanta, GA

Post Graduated Studies | Business Administration And Management 04/2010

Havana University , Havana

1. Management Behavior.
2. Interaction Between the Economy and the Citizen.
3. Negotiation Techniques.
4. Conflicts, Resolution Techniques, Mediation in Conflict Resolution.
5. Ethics and Behavior

Bachelor of Arts | Business Administration 07/2009

University of Havana , Havana

- Thesis: Analysis and strategic Diagnostic for the Vice-Presidency of Mobile Services of Cuba's Telecommunications Company S.A (ETECSA). Strategic Formulation
- Major in Business Administration

Associate of Arts | Accounting 01/2004

Accounting Technician Institute Antonio Guiteras Holms, Havana

- Thesis: Costs for Universals Warehouse
- Major in Accounting

LANGUAGES

English:
Negotiated:

Spanish:
Negotiated: