

JESSICA CLAIRE

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(555) 432-1000 - resumesample@example.com

SUMMARY

Highly motivated Sales Associate with extensive customer service and sales experience. Outgoing sales professional with track record of driving increased sales, improving buying experience and elevating company profile with target market.

HIGHLIGHTS

TECHNICAL SKILLS NetSuite, QuickBooks, Excel, Power Point,
Mas 90, Oracle

ACCOMPLISHMENTS

- Primary focus included Small Business Administration loans, and outstanding debts from the Department of Homeland Security, Department of Defense and the Department of Health & Human Services
- Dean's List

EXPERIENCE

07/2012 to Current **Accountant**

American Electric Power – Bridgman, MI

- Handle invoicing & receivables consisting of \$15 million in yearly sales
- Review credit applications and issue credit terms
- Review purchase orders to ensure proper amounts are received into inventory
- Set up all vendors and customer records to ensure proper documentation is documented including tax exemption certificates and 1099 information
- Month end reconciling for bank accounts and loan accounts
- File all sales tax returns which currently consists of six states
- Manage all company credit card expenses, including account reconciling and employee expense reports for approximately \$40k in monthly charges
- Review monthly GL, including expense accounts, fixed assets and COGS
- Review sales and commission reports
- Provide payroll support
- Review inventory, warranties and service cases to ensure accurate records are kept

06/2011 to 06/2012 **Sales & Use Tax Administrator**

Apex Systems – Summit, NJ

- File approximately \$1 million in monthly sales and use tax returns throughout the North Central region, including eleven states, City of Chicago, North Dakota Propane and Minnesota Care Tax
- Prepare and file tax deposits and quarterly returns according to state guidelines
- Perform month-end closure for both sales and use tax general ledgers
- Review and analyze account short pays for tax issues
- Assess customer accounts to determine proper taxability according to tax publications set forth by the Department of Revenue
- Maintain all exemption certificates to ensure state guidelines and procedures are followed
- Support branch locations, administrative and corporate offices with sales tax related issues
- Assist with accounts payable and receivable

08/2008 to 06/2011 **Accounting Associate**

The CBE Group – City, STATE

- Accounts payable for the company headquarters and three large operational centers, including coding, keying, purchase orders, employee expense reports, etc
- Portfolio balancing for several large clients including Citibank and Sallie Mae
- Bank reconciliations
- Importing financial data into financial reporting software using Mas90
- Ensure financial records are maintained in compliance with accepted policies and procedures for both internal and client audits
- Ensure accurate and timely monthly, quarterly and year-end close
- Work closely with several different departments and clients to ensure accurate records are kept
- Compile and analyze financial information to prepare entClaire to accounts
- Accounts receivable for several different clients and systems throughout the company

11/2004 to 08/2008 **Government Collections Representative**

Department Of Homeland Security

- Involved with the initial startup of the department, creating and implementing policies and procedures to ensure Government regulations were met
- Performed team lead position consisting of a 15+ employee team
- Worked a self-managed portfolio consisting of 300 - 800 accounts
- Primary focus included Small Business Administration loans, and outstanding debts from the Department of Homeland Security, Department of Defense and the Department of Health & Human Services
- Consistent top achiever and performer
- Helped to develop, implement and maintain policies, procedures and standards on training new associates
- Advised and provided customers with account detail, payment history, loan refinance, etc.
- Analyzed credit history and finances to determine risk to the client
- Negotiated repayment of defaulted loans within government guidelines
- Employment location and verification for litigation and wage garnishment purposes
- Asset investigation and location for potential judgments

EDUCATION

Bachelor of Arts: Real Estate & Finance

University of Northern Iowa - Cedar Falls, IA

University of Northern Iowa, Cedar Falls, IA May 2008 Bachelor of Arts Degree, Real Estate & Finance

Associates of Applied Arts: Applied Arts

Hawkeye Community College - Waterloo, IA

Hawkeye Community College, Waterloo, IA May 2003 Associates of Applied Arts Dean's List

AFFILIATIONS

SKILLS

Credit, Purchase Orders, Accounts Payable, File, Million, Sales, Sales And, Sales Tax, Tax Returns, Collections, Litigation, Loans, Team Lead, Training, Accounting, Accounts Receivable, Associate, Audits, Bank Reconciliations, Clients, Coding, Financial Reporting, Mas90, Reconciliations, Accountant, Accounts And, All Sales, Cases, Cogs, Credit Card, Documentation, Fixed Assets, Gl, Including Account, Inventory, Invoicing, Payroll, Receivables, Reconciling, Review Credit, Customer Accounts, Monthly Sales, With Accounts, With Sales, Excel, Mas, Mas 90, Netsuite, Oracle, Quickbooks, Finance, Real Estate