

JESSICA CLAIRE

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☎ (555) 432-1000

📍 Montgomery Street, San Francisco, CA 94105

SKILLS

- Proficient in Excel, Word, Access & Outlook
- Precision and Accuracy
- Proactive and Self-Motivated
- Accounts Payable and Receivable
- Financial Recordkeeping
- Account Auditing
- Month-End & Year-End Closings
- Special Projects
- Budgeting
- Analytical and Critical Thinking
- Dependable and Responsible
- Excellent Communication
- Data Entry

EDUCATION

Paul Quinn College
Dallas, TX

Business Administration:
Accounting

Cuesta College
San Luis Obispo, CA • 2014

Associate of Arts: Math and Science

Atascadero High School
Atascadero, CA • 2009

High School Diploma

PROFESSIONAL SUMMARY

Empathy | Adaptability | Harmony | Developer | Relator

Resourceful Senior Account Clerk known for excellent account management and time management skills. Experienced in SAP, NetSuite and Advantage software and ledger verification with exceptional customer service skills. Meticulous and enterprising worker dedicated to excellence. Skilled in handling a diverse range of accounts payable functions with accuracy, efficiency, and sound judgment. Adept at organizing and prioritizing requirements to maintain tight deadlines and strict financial controls. Accustomed to delivering superior performance in autonomous or team-focused environments.

WORK HISTORY

Bridgestone Corporation - Accountant
Durham, NC • 12/2022 - Current

- Process invoices received for all subsidiaries in Advantage (obtain approvals accordingly)
- Approve Invoices for all subsidiaries in Advantage
- Reply to emails regarding AP for all subsidiaries
- Send W9 & ACH forms to Vendors via Adobe Sign for all subsidiaries (as needed), process completed once received
- Assist with updating August United P-Thru Funds Tracker on a weekly basis
- Ensure all emails received are responded to within one business day
- Ensure all invoices received are accurately processed and approved in Advantage before the due date

Control4 Corporation - Accounting Clerk
Tempe, AZ • 08/2022 - 12/2022

- Process invoices received for all subsidiaries in NetSuite (obtain approvals accordingly)
- Approve Invoices for all subsidiaries in NetSuite
- Reply to emails regarding AP for all subsidiaries
- Send W9 & ACH forms to Vendors via DocuSign for all subsidiaries (as needed),process completed once received
- Enter credit card charges in NetSuite for all subsidiaries (obtain receipts accordingly)
- Upload P-Thru media charges for AU & TW in NetSuite weekly
- Assist with updating AU P-Thru Funds Tracker on a weekly basis
- Ensure all emails received are responded to within one business day
- Ensure all credit card charges reflected on the weekly Amex downloaded worksheet are entered into NetSuite
- Ensure all invoices received are accurately processed and approved in NetSuite before the due date
- Reconcile Amex monthly statements

City Of Houston, Tx - Senior Account Clerk
San Luis Obispo, CA • 09/2020 - 08/2022

- Complete payments and control expenses by receiving, processing, verifying, and reconciling invoices
- Reconcile processed work by verifying entries and comparing system reports to balances
- Prepare periodic statistical and financial reports and records insuring proper classification and distribution of budgeting and cost accounting data
- Verify accuracy of journal and ledger postings and make adjusting entries when necessary
- Act as lead worker assigning and reviewing work of subordinates
- Prepare budget items, journals, transfers and other nonpayment financial documents
- Gather, assemble, tabulate, post, proof, extend, balances and summarize complex financial and statistical data
- Manage and respond to correspondence and inquiries from customers and vendors.
- Support management with special projects with consistent on-time delivery.
- Reconcile accounts, manage audits and update financial records with remarkable accuracy
- Prepare month-end closing entries for detailed reporting and recordkeeping
- Create purchase requisitions
- Submit purchase order changes to Purchasing department
- Process monthly County leases on behalf of Real Property Services
- Reconcile company credit cards

Pacific Dental Services - Treatment Coordinator
10/2015 - 09/2020

- Prepared and presented treatment plans and financial estimates to patients for all prescribed treatment.
- Scheduled patient treatment appointments, rescheduled patients that miss their appointments and called patients that have not completed treatment.
- Managed Doctor and hygiene schedules to achieve utilization goals through efficient use of appointment time.
- Met production goals by scheduling accordingly.
- Answered and returned incoming calls from patients.
- Effectively communicated and developed strong working relationship with Doctor to promote teamwork through cooperative and professional behaviors.
- Checked patients in/out.
- Collected payment.
- Implemented payment plans.
- Emailed online documents to patients.
- Excellence in customer service and patient experience
- Researched billing issues and verified insurance coverage.
- Educated patients on dental benefits and coordinated proper payment with insurance companies.