

Jessica Claire

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SUMMARY • Results-oriented Staff Accountant and Warehouse Coordinator with 3 years of experience in accounting, proficient Microsoft office skill and SAP- related settings. Quick and eager learner with acute attention to detail and consistent track record of identifying process improvements to drive quality, accuracy and efficiency.

SKILLS • Advanced Microsoft Office Applications: Excel, Word, Power Point, Outlook, Access • System Knowledge of SAP (Advanced) • QuickBooks Accounting Software • Spread Sheet skill proficient(v-lookups, pivot tables, and other advanced formulas).

EXPERIENCE • **ACCOUNTANT** 02/2022 to 11/2022

Blue Ridge Healthcare System, Inc.. | Valdese, NC

- Reviewed and reconciled discrepancies in accounts and financial documentation.
- Managed daily bookkeeping functions with attention to accounts receivable, accounts payable, banking reconciliation and disbursements.
- Gained accounting efficiency and improved documentation coordination through development of optimal journal entry schedules.
- Prepared month-end closing entries for detailed reporting and recordkeeping.
- Reviewed AP general ledger entries and deposits for contract compliance.
- Reconciled company bank statements and bookkeeping ledgers.
- Gathered banking transactions via statements, recorded activity in Excel format and reconciled balances.
- Diminished financial discrepancies and accurately reconciled accounts using detailed data analysis results.
- Skilled in ERP system, especial for SAP, and good at making tables and files by using EXCEL
- Handle accounts receivable
- Managed financial operations, month-end reporting, financial schedules and reconciliations.

Vault Teller /Customer Service Representative

10/2019 to 10/2021

Advantage Sales And Marketing, Llc | Burleson, TX

- Completed comprehensive tasks by implementing customer service initiatives, audit and restock ATMs and keep records on accounts.
- Cultivated lasting partnerships, which led to lucrative opportunities as result of consistently following up with clients and providing exemplary service.
- Balanced daily cash deposits and vault inventory with zero error rate.
- Used dynamic research and interpersonal skills to swiftly resolve customer issues.
- Supervised tellers to verify compliance with both federal and local regulations.
- Reconciled branch vaults, balanced cash drawers and followed company cash control guidelines and procedures to protect customer and employer assets.
- Prepared and securely shipped excess coin and currency to Federal Reserve Bank or correspondent banks, balanced completed work and compiled inventory reports.
- Promoted high customer satisfaction by resolving problems with knowledgeable and friendly service.
- Demonstrated excellent communication skills in resolving product and consumer complaints.
- Maintained knowledge of current promotions, exchange guidelines, payment policies and security practices.
- Assisted customers with making payments or establishing payment plans to bring accounts current.
- Consulted with customers to resolve service and billing issues.
- Made outbound calls to obtain account information.
- Mentored new employees on procedures and policies to maximize team performance.

Staff Accountant

08/2018 to 08/2019

KW International | City, STATE

- Responsible for month-end closing processes including preparation and data entry of journal vouchers and account reconciliations.
- Responsible for processing day to day operations of Accounts Payables including review, input and payment.
- Responsible for processing daily cash receipts, checks and wires to customer outstanding Accounts Receivables.
- Responsible for assisting vendors by receiving calls and handling vendor relations.
- Responsible for reconciling vendor statements.
- Preparing bank reconciliation monthly and bank deposits daily.
- Coordinate payment schedules, pay all vendor invoices in a timely manner.
- Calculate, prepare and send checks for all payments.
- Collect past due invoices and review invoices daily.
- Processing employee expense and credit card accounts.
- Responsible for processing vendor invoices, to include comparing, checking invoices with vendor statements.
- Responsible for resolving invoice discrepancies and process payments, Accounts Payable and Accounts Receivable.
- Minimized audit risk by analyzing and reviewing deliverables.
- Performed in-depth analysis of business operations, trends and obligations to complete accurate projections.
- Investigated and resolved discrepancies in monthly bank accounts.
- Processed payroll and reviewed employee liability balances in support of HR objectives.

Coordinator(Logistics Warehouse Operation)

11/2016 to 03/2018

Golfio | City, STATE

- Created and maintained communication channels while delivering relevant information to major internal customers and stakeholders.
- Relayed information between drivers and recipients regarding ETA and potential delays.
- Logged, processed and followed up on merchandise authorization shipments in databases.
- Received deliveries, scanned packages and updated orders in internal database.
- Staged and sorted multiple types of products for loading.
- Examined packages and goods for damage and notified vendors of replacement needs.
- Prepared and completed warehouse orders for delivery or pickup according to schedule.
- Prepared and processed purchase orders, invoices, and contract payments including posted journal entries.
- Helped with accounts receivable, payable and bank statement reconciliation.
- Assisted with general accounting month-end closing procedures.
- Managed daily bookkeeping functions with attention to accounts receivable, accounts payable, banking reconciliation and disbursements.
- Prepared month-end closing entries for detailed reporting and recordkeeping.
- Communicated with vendors and clients to facilitate timely payments and reduce outstanding accounts receivable.
- Used digital database to keep records of units and stock moved.
- Tagged and wrote identifying information on containers, boxes and cargo.

EDUCATION AND TRAINING • **Associate of Arts** | Accounting and Computer Science 08/2024

Irvine Valley College, Irvine, CA

Ph.D. | Design Contents

Hongik University, Republic Of Korea

Master of Science | Environmental Horticulture

University of Seoul, Republic Of Korea

Bachelor of Science | Plant Sciences

Sangmyung University, Republic Of Korea

Associate of Science | Ornamental Horticulture

Orange Coast College, Costa Mesa, CA