

# JESSICA CLAIRE

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## Summary

Accomplished accounting professional with six years of experience in general ledger accounting, journal entry preparation, month and year-end closing, audit preparation and balance sheet reconciliations. Thoroughly detail-oriented with strong team member and collaboration skills.

## Skills

- Software
- Excel
- Account reconciliation
- Accrual
- Bank reconciliation
- Detail- oriented
- Team player
- General ledger
- General ledger entries
- Account reconciliation
- General ledger accounting
- Financial analysis

## Experience

### Accountant, 05/2019 to Current

Andritz – Oldsmar, FL

- Daily check banking information to see if there are any invoices to enter and request HR to provide any invoices that are not available.
- Make sure there are no duplicate invoices posted and make sure all monthly invoices are posted in timely manner so that vendors are paid in a timely manner.
- Prepare AR Aging/Suspense/OCA monthly report.
- Run depreciation monthly and maintain the asset listing.
- Prepare cash flow management report weekly.
- Contributing to the development of annual budget.
- Prepare monthly prepaid Amortization Schedule before proposing monthly journal entry and enter prepaid entry.
- Prepare monthly accrual worksheet and prepare accrual journal entry.
- Reconcile prepaid and accrual expense balance sheet accounts by maintaining spreadsheets.
- Reconcile cash accounts: checking, savings and payroll.
- Support Finance manager for YE audit.
- Support Finance Manager for ad hoc projects and reconciliation Accomplishments:
- Major contribution in establishing open AR aging reporting process with limited direction.
- Major contribution in maintaining SG&A accruals, prepaid and cash account reconciliation.
- Created a more efficient way to reconcile cash accounts.

### Staff Accountant, 10/2018 to 05/2019

Suburban Propane – Kill Devil Hills, NC

- Prepares general ledger entries by maintaining excel files.
- Maintains fixed asset system, which includes preparation of journal entries, reconciliation of general ledger to fixed asset system and preparation of fixed asset rollforward.
- Prepare and file tax returns, state and property tax.
- Perform monthly and quarterly balance sheet reconciliations.
- Prepare and review financials for small subsidiary companies.
- Analyze balance sheet and income statement accounts and correct any errors.
- Prepare intercompany reconciliations monthly and research any discrepancies.
- Followed monthly closing checklist in a timely manner.
- Prepare documentation for external auditors Accomplishments:
- Took on senior accountant role while the senior accountant was on medical leave.
- Played a pivotal role in creating and maintaining the balance sheet reconciliations.

### Staff Accountant, 10/2017 to 10/2018

Suburban Propane – Kissimmee, FL

- Performed mid-level general ledger account reconciliations and report, identify and correct errors made by internal personnel.
- Prepared accruals for leases, utilities and temp labor by maintaining spreadsheet.
- Calculated and filed monthly state tax returns.
- Prepared monthly rent wires for multiple locations and reviewed lease contracts to determine the monthly rent amount.
- Maintained prepaid amortization schedule and created monthly journal entry.
- Support timely monthly, quarterly and year-end financial close, including assigned journal entries, balance sheet account reconciliations, accruals and overall maintenance of assigned accounts.
- Entered in financial information into system to prepare financial statements and reviewed for accuracy.
- Assisted in the yearly external audit.

### AR Specialist, 09/2014 to 10/2017

Toyoda Gosei North America Corporation – Perryville, MO

- Promoted 04/2016.
- Records cash receipts and responsible for bank reconciliation.
- Prepare monthly sales tax returns for Controller signature and coordinate payment with AP.
- Reconciliation of all cash accounts on a monthly basis and create intercompany journal entries.
- Process Amex bill including accounting for PO's for items prepaid on Amex.
- Review customer card balances on a monthly basis and process transactions as necessary to correct out of balance accounts.
- Coordinate collection efforts on delinquent accounts including interface with 3rd party collection agency and report results on a quarterly basis.
- Reconcile employee purchases.
- Balance intercompany accounts on a monthly basis.
- Prepare cash transfers between companies, wire transfers and bank deposits.
- Maintain petty cash Accomplishments:
- Promoted from AR Specialist to staff accountant in little over a year.
- Several pay raises within two years due to excellent performance by being attentive to detail, learning new tasks quickly and efficiently Praised for being a team player during difficult situations.

## Education and Training

### Bachelor of Business Administration: Management and Accounting, 2014

University of Michigan - Flint, MI

## Accomplishments

At Midori Auto Leather:

- Major contribution in establishing open AR aging reporting process with limited direction
- Major contribution in maintaining SG&A accruals, prepaid and cash account reconciliation
- Created a more efficient way to reconcile cash accounts

At Shinsho:

- Took on senior accountant role while the senior accountant was on medical leave
- Played a pivotal role in creating and maintaining the balance sheet reconciliations

At US-Mattress:

- Promoted from AR Specialist to staff accountant in little over a year
- Several pay raises within two years due to excellent performance by being attentive to detail, learning new tasks quickly and efficiently
- Praised for being a team player during difficult situations