

Jessica Claire

📍 Montgomery Street, San Francisco, CA 94105 📞 (555) 432-1000 ✉️ resumesample@example.com

PROFESSIONAL SUMMARY

Current Accountant with the City of Alexandria with over 15 years experience in the accounting industry. Knowledge in governmental accounting procedures, financial statement preparation, general ledger activity, budget preparation & analysis, bank reconciliations, accounts payables & receivables, payroll, fixed assets, tax preparation & audit procedures.

SKILLS

- 15+ years of experience in Accounting & Bookkeeping Services
- Financial statements, Bank reconciliations and General Ledger expertise
- Flexible team player
- Responsible, Concise & Detail Oriented
- Microsoft Word, Excel, Access, PowerPoint, & Outlook expertise
- Banner Finance, Xtender, Asset Keeper Pro & QuickBooks Software proficiency

WORK HISTORY

ACCOUNTANT 08/2013 to CURRENT

Taylor Corp | Rexburg, ID

- Help prepare Financial Statements and Bank Reconciliations.
- Responsible for Accounts Payable & Fixed Assets for the City of Alexandria.
- Perform accounts payable functions for governmental expenses.
- Manage vendor accounts and prepare 1099s for contract labor.
- Prepare, Record Journal Entries, & Reconcile Asset accounts, including surplus, depreciation expense, and the purchase, & addition of new assets.
- Organize new asset tagging & yearly department assets counts.
- Organize and carry out efficient month-end, quarterly and year-end processes.
- Record journal entries and perform accounting on accrual basis for year end procedures.
- Work closely with GOHSEP to gain reimbursement of expenses from Hurricanes Katrina, Rita, Gustav & Isaac.
- Maintain integrity of general ledger, including chart of accounts.

ACCOUNTANT 08/2009 to 02/2013

Teledyne Technologies | Eagan, MN

- Preparation and Analysis of Hospital Financial Statements.
- Investigate and resolve discrepancies in financial statements while under tight deadlines.
- Compile general ledger entries on short time schedule with nearly 100% accuracy.
- Analyze monthly balance sheet accounts & record journal entries for corporate reporting.

ACCOUNTANT 01/2006 to 04/2008

Teledyne Technologies | Kiln, MS

- Prepare & File tax returns for individual, partnership, corporate, and tax exempt clients.
- Prepare LLC & Corporate monthly payroll & Quarterly Reports.
- Generate financial statements and facilitate account closing procedures each month.

ACCOUNTANT 01/2003 to 08/2004

Teledyne Technologies | Tracy, CA

- Prepare individual, partnership, corporate & fiduciary tax returns.
- Audit governmental, for-profit and not for profit entities.
- Uphold strict confidentiality protocols with all client details and tax return information.

EDUCATION

Bachelor | Accounting 2002

Northwestern State University of Louisiana, Natchitoches, LA

- Graduated Magna Cum Laude
- Phi Kappa Phi Honor Society
- CPAExcel Scholar
- Dean's List for the entirety of College.
- George H Rothschild Scholar
- Alpha Lambda Delta Honor Society

SKILLS

- Advanced bookkeeping skills
- Accounting and bookkeeping
- Financial statement analysis
- Tax return filing
- GAAP understanding
- Bank reconciliations and balancing
- Flexible team player
- Microsoft Word, Excel, Access, PowerPoint, & Outlook
- Asset Keeper Pro Software
- QuickBooks Software
- Fixed Asset Solutions Software
- Creative Solutions Bookkeeping Software
- HOST Software
- Document Manager Software
- ProSystem, UltraTax, and Lacerte Tax Preparation Software

WORK HISTORY

ACCOUNTANT 08/2013 to CURRENT

City Of Alexandria | Alexandria, LA

- Help prepare Financial Statements and Bank Reconciliations.
- Perform accounts payable functions for governmental expenses.
- Manage financial departments with responsibility for Accounts Payable and Fixed Assets.
- Manage vendor accounts and prepare 1099s for contract labor.
- Reconcile Asset accounts and review all materials, including surplus, depreciation expense, and purchase and recording of new assets.
- Organize and carried out efficient month-end, quarterly and year-end processes.
- Provide journal entries and perform accounting on accrual basis for year end procedures.
- Prepare documents and reports using advanced software proficiencies.
- Generate and submit invoices based upon established financial schedules.
- Maintain integrity of general ledger, including chart of accounts.
- Partner with auditors to prepare yearly audits and ensure compliance with governmental tax guidelines.
- Review & improve accounting systems and processes to meet business needs and maximize effectiveness of operations.
- Review accounting structures and procedures on regular basis to identify areas in need of improvement.

ACCOUNTANT 08/2009 to 02/2013

Rapides Regional Medical Center | Alexandria, LA

- Preparation and Analysis of Hospital Financial Statements.
- Responsible for Budget and Forecasts on Quarterly Basis.
- Investigate and resolve discrepancies in financial statements while under tight deadlines.
- Compiled general ledger entries on short schedule with nearly 100% accuracy.
- Analyzed monthly balance sheet accounts for corporate reporting.

ACCOUNTANT 01/2006 to 04/2008

AH Huthnance Bookkeeping & Tax | Alexandria, LA

- Prepared & Filed tax returns for individual, partnership, corporate, and tax exempt clients.
- Responsible for Budget and Forecasts on Quarterly Basis.
- Prepared & Managed LLC & Corporate monthly payroll & Quarterly Reports.
- Utilized accounting software to issue tax returns and prepare consolidated reports.
- Generated financial statements and facilitated account closing procedures each month.

ACCOUNTANT 01/2003 to 08/2004

Payne, Moore & Herrington CPA | Alexandria, LA

- Prepared individual, partnership, corporate & fiduciary tax returns.
- Audited governmental, for-profit and not for profit entities.
- Utilized accounting software to issue tax returns and prepare consolidated reports.
- Upheld strict confidentiality protocols with all client details and tax return information.