
JESSICA CLAIRE

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PROFESSIONAL SUMMARY

Highly motivated and hard working accounting professional with a strong understanding of all aspects of the accounting cycle. Proven ability to manage multiple projects while meeting deadlines. Self-directed professional with excellent problem solving, analytical, and communication skills.

SKILLS

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| • Accounts Payable | • Budget analysis |
| • Data entry | • Financial analysis skills |
| • Variance analysis | • MS Office (Excel) |
| • Strong organization skills | • Experience with Oracle |
| • Attention to detail | • Understanding of GAAP |
| • Excellent communication skills | • General ledger accounting |
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WORK HISTORY

ACCOUNTANT, 02/2010 - Current

Alston & Bird – Dallas, TX

- Responsible for maintaining A/P department of company and subsidiary
- Cost Accounting-Assist management with standard cost updates
- Have facilitated efficiencies in monthly and yearly closing of books
- Research and analyze variances
- Maintain fixed asset module and calculate and record monthly depreciation expense
- Provide support to management for the finalization of the annual budgeting process
- Create and maintain departmental monthly budget reports
- Collect and report monthly expense variances and explanations
- Assist in general accounting functions, including preparation of journal entries, account analysis and balance sheet reconciliations

GROWER ACCOUNTING ASSISTANT, 11/2008 - 02/2010

Stemilt Growers – City, STATE

- Assisted in all phases of the grower accounting process
- Accurately and timely processed daily grower packout data to facilitate better decision making by management and growers
- Maintained grower accounting spreadsheets which provided critical data for daily use
- Provided assistance reviewing and posting journal entries to ledger
- Researched and compiled various information for growers

EDUCATION

Bachelor of Science: Accounting, 2008

Central Washington University - Ellensburg, WA

Associate of Science: Business, 2006

Wenatchee Valley College - Wenatchee, WA