

# JESSICA CLAIRE

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

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## PROFESSIONAL SUMMARY

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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.

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## SKILLS

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

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## WORK HISTORY

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### **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

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## EDUCATION

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**Bachelor of Science:** Accounting, 2008

**Central Washington University** - Ellensburg, WA

**Associate of Science:** Business, 2006

**Wenatchee Valley College** - Wenatchee, WA