

JESSICA CLAIRE

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

Summary

Several years experience in providing information and creating software solutions for business needs and efficiencies. Three plus years experience in varying accounting positions. Work well independently and as part of a team. Knowledgeable in use of MS Office products.

Skills

- Excel spreadsheets
- Meticulous attention to detail
- Self-directed
- Results-oriented
- Professional and mature
- Strong problem solver
- Dedicated team player
- Understands grammar

Experience

Accountant, 09/2009 to 01/2010

Aspirus – Wausau, WI

- Prepared, amended and reviewed individual income tax returns.
- Assisted in individual tax planning and preparation of corporate income tax returns.

Data Processing Manager/Programmer, 01/1993 to Present

Brookdale Senior Living – Glendale, AZ

- The nation's largest independent corn and soybean seed company, focused on developing the world's best- performing corn & soybean seed.
- Responsible for enhancements to software written in COBOL and CL on an IBM System i (AS/400, iSeries, Power System).
- Assist management and other staff with information needs and questions.
- Design, develop, test and document modifications to Accounts Receivable, Orders, Inventory, Growers, Billing, Miscellaneous Invoicing, General Ledger, Accounts Payable, Payroll, Bank Reconciliation and Budgeting.
- Provide information to management through reports, queries, spreadsheets, maps, written documents and verbally.
- Support and train employees in software changes.
- Schedule and monitor system backup; restore information when needed.
- Design and maintain resource and password security.
- Select Accomplishments: Automate emailing of statements to account managers Create maps for management Automate creation of cash management spreadsheet Automate end of year sales reporting Transfer grower pricing information to Accounts Payable File W-2s, state W-2 and SUTA reports electronically Payroll direct deposit and 401k benefit Add/increase/remove fields in the database (account number, product code) Developed and modified software for various marketing/pricing programs Converted software from S/36 environment to native (OCL to CL, 1985 COBOL standards) Design, develop and test underlying database used in web portal created by consultants Direct deposit of checks to a select group of vendors Developed Bank Reconciliation and Financial Statement consolidation applications Program interfaces between AS/400 & KRONOS (employee and hour information) Enhancement to allow access to select information by outside account managers via dial-up Reviewed/changed programs where necessary for the year 2000 (increase year from 2 to 4 digits) Developed bill of lading application to interface with Inventory and Accounts Receivable.

Supervisor of Accounting, 01/1991 to 01/1992

Ohio Mutual Insurance Group – Bucyrus, OH

- A member-owned, not-for-profit electric cooperative serving farms, homes & businesses in northwest IA.
- Supervised the General Accounting system, including the preparation of timely and accurate financial reports and the maintenance of the general ledger, subsidiary ledgers and related records in accordance with GAAP and the REA system of accounting.
- Supervised the non-energy related Accounts Receivable, Accounts Payable, Payroll, Cash Management and Work Order accounting systems work performed by three people.
- Responsible for employee training and performance evaluations within the department.

Programmer, 01/1991

Ohio Mutual Insurance Group – Bucyrus, OH

- Modified existing software written in COBOL on the IBM System/36 to price products according to the client's specifications.
- Designed and programmed an Inventory system that interfaced with the existing invoicing system.

Programmer, 01/1981 to 01/1990

West Liberty Foods – Bolingbrook, IL

- A software development company specializing in Pharmacy, Seed and Banking applications.
- Responsible for program development and modifications in COBOL (5 years) and BASIC (5 years).
- Hardware included System/36, AS/400 (36 environment), PC's, 5120, System/23 and System/34.
- Software experience included General Accounting, Seed Industry, Pharmacy, Banking and Trucking.
- Consulted with customers to determine special needs and modified software accordingly.
- Backup to the support department in providing installation, training and telephone assistance to customers.
- Assisted the sales department with demonstrations and technical questions.
- Wrote software documentation.
- Designed Payroll tax calculation program to accommodate tax withholding for majority of states Instrumental in design of Order Entry application.

Staff Accountant, 01/1980 to 01/1981

Norwest Bank – City, STATE

- Bank with headquarters in Minneapolis, MN that later merged with Wells Fargo & Co.
- Responsible for the preparation of month-end financial statements, quarterly Call Reports and internal reports.
- Balanced or monitored the balancing of all subsidiary ledgers to general ledger on a monthly basis.
- Reviewed income and expense accounts for proper classification.
- Wrote BASIC computer programs.
- Participated in the bank's business development program.

Education and Training

Bachelor of Arts: Accounting Mathematics Computer Science, August 1980

University of Northern Iowa - Cedar Falls

Accounting Mathematics Computer Science

Passed Certified Public Accountant exam; May 1980

- State of Iowa certificate

Skills

accounting, General Accounting, accounting systems, Accounts Payable, Accounts Receivable, AS/400, Automate, Backup, Bank Reconciliation, Bank Reconciliation, Banking, BASIC, Billing, Budgeting, business consulting, business development, Cash

Management, cash management, CL, COBOL, Hardware, Certified Public Accountant, client, database, train employees, employee

training, Financial, financial reports, financial statements, General Ledger, IBM, Inventory, Invoicing, KRONOS, marketing, access,

Order Entry, Payroll, PC's, pricing, profit, program development, sales, sales reporting, software development, software

documentation, spreadsheets, spreadsheet, tax, tax planning and preparation, tax returns, telephone, web portal, written, year 2000