

JESSICA CLAIRE

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

Professional Summary

Detail-oriented financial accountant professional adept at creating clear and comprehensive financial reports to present to senior management. Highly analytical and self-motivated with a demonstrated history of maintaining accurate accounting information for a large-scale non-profit organization. Enjoys being part of a dynamic team.

Work History

Accountant, 08/2009 to Current

Albertsons Company Inc. – Tehachapi, CA

- Responsible for the review of financial transactions for the Business Partnership Foundation(BPF) and Corporate Solutions, LLC.
- Coordinates the timely and accurate recording of journal entries into the BPF's financial system and ensures supporting systems are properly updated and in compliance with procedures prior to preparation of month-end and year-end reports.
- Reconciles all BPF and Corporate Solutions, LLC bank accounts and advises the President and Vice President of BPF and President of Corporate Solutions, LLC of financial status.
- Monitors the preparation and timely submission of quarterly distributions of investment earnings on endowments.
- Coordinates end of year adjustments, prepares supplemental financial schedules, and works closely with external auditors to complete the annual year-end audit.
- Utilizes cost-modeling to forecast budgetary needs and profit-loss analysis for the Executive Education Department.
- Prepares invoices for the Executive Education Department and collects any outstanding balances.
- Monitors the allocation of direct and indirect costs associated with programs within the BPF and Corporate Solutions, LLC.
- Advises the Presidents of BPF and Corporate Solutions, LLC on accounting, compliance, and procurement policies and procedures.
- Functions as the financial liaison between the Business Partnership Foundation (and Corporate Solutions, LLC) and external auditors, internal auditors, USC Educational Foundation, USC Development Office, clients of the BPF, Board Members, and USC Darla Moore School of Business faculty and staff.

Undergraduate Assistant, 08/2005 to 08/2009

Law Finance Group – San Francisco, CA

- Prepared bank reconciliations and other financial statements monthly.
- Assisted with the review of all procurement and travel documents for the Darla Moore School of Business. Helped faculty and staff operate within the guidelines of the South Carolina state procurement code.
- Assisted with research projects.
- Organized the reservations for laptops and labs for faculty and staff of the Darla Moore School of Business.
- Trained other undergraduate assistants on office procedures and state procurement code guidelines.

Office Manager, 03/2006 to 07/2009

It's Yoga! Studio Inc. – City, STATE

- Managed all operations of the office.
- Handled payment of instructors.
- Maintained financial operations through use of Quickbooks.
- Created a monthly newsletter to be sent out to 2,000 clients

Skills

- Non-profit and fund accounting specialist
- Designs and maintains comprehensive financial reports
- Financial forecasting proficiency
- Account reconciliation specialist
- Financial reporting specialist
- Fiscal budgeting knowledge
- Accounting operations professional
- QuickBooks knowledge
- Invoice coding familiarity
- Financial modeling capability
- Strong communication skills
- Superior attention to detail
- Accounting procedures consultant
- Self-motivated professional
- Budget analysis
- MS Office Suite
- SAP knowledge
- Year-End Audit Processes
- Financial Statement Analysis
- General Ledger
- Journal Entries
- Fiscal Budgeting
- Financial Statements
- Strong Organizational Skills
- Effective Time Management
- Flexible Team Player
- Financial Reporting
- Comprehensive Financial Reports
- Balance Sheet
- Monthly Balance Sheet
- Team Player
- Monthly Financial Reports
- Financial Management
- Microsoft Office
- Strong Communication Skills

Education

Bachelor of Science: Finance, May 2009

University of South Carolina - Columbia, SC

- Magna Cum Laude