

JESSICA CLAIRE

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SUMMARY

Experienced accounting professional with proficient, analytical and problem solving abilities. Results oriented and flexible in a rapidly changing environment.

ACCOMPLISHMENTS

- C?Math.max(0,d+c):c:0;c.

SKILLS

Microsoft Office Outlook

EXPERIENCE

Accountant, 03/2015 - 07/2017

Artiflex Manufacturing – Wooster, OH

- Processed daily corporate customer payments using CDK and Rental payments using TSD.
- Ran monthly customer statements.
- Responded to and followed up on customer inquiries.
- Processed daily cash journal entries.
- Responsible for running monthly aging reports for the accounts payable department and stores.

Accountant, 10/2004 - 04/2015

Artiflex Manufacturing – Grand Rapids, MI

- Processed and paid state, city and county tax returns.
- Processed yearly property tax returns.
- Researched and responded to customer and the sales department inquiries.
- Ran monthly customer statements.
- Reconciled balance sheet accounts.
- Processed monthly journal entries using Agate a specialized software.
- Helped with month-end and year-end closings.
- Created various requested excel reports.

Accounting Manager, 05/2000 - 04/2004

Advantage Solutions – Burbank, CA

- Supervised one staff accountant.
- Responsible for the timely balancing of two accounting systems.
- Managed the reconciliation of all balance sheet accounts.
- Processed and paid the monthly state, county and city tax returns.
- Accountable for the accounts payable area.
- Developed and maintained various Excel spreadsheets.
- Implemented and oversaw system enhancements.

Accountant, 02/1989 - 04/2000

Artiflex Manufacturing – Clyde, OH

- Processed monthly financial statements.
- Reconciled all balance sheet accounts.
- Processed and paid monthly state, county and city tax returns.
- Researched and responded to customer inquiries regarding monthly statements.
- Implemented and tested accounting system conversion.

EDUCATION AND TRAINING

Associate of Applied Science

Normandale Community College - Bloomington, MN

ACTIVITIES AND HONORS

SKILLS

accountant, accounting systems, accounting system, accounts payable, balance sheet, conversion, financial statements, Excel spreadsheets, excel, Microsoft Office, Outlook, sales, tax returns, year-end