

# JESSICA CLAIRE

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

## Professional Summary

Bookkeeping and accounting professional successful at achieving exceptional results in high pressure environments. Desires a position as a bookkeeper, who is focused on providing quality accounting and financial recordkeeping support.

## Skills

- Accounts payable specialist
- Accounts receivable specialist
- Invoice and payment transactions
- Account reconciliations
- MS Office expert
- Payroll processing specialist
- Advanced computer proficiency (both PC and Mac)
- Superior attention to detail
- Effective time management
- Exceptional organization

## Work History

**Accountant, 07/XXX0 to 02/XXX2**

**Amphitheater Public Schools – Tucson, AZ**

Performed the daily cage audit, performed daily cash reporting, answered P& L questions, researched various items for the owner/general manager, reconciled balance sheet accounts monthly, performed audits on secured documents, completed semi-annual cash accountability, completed month-end procedures, up to and including journal entries, carried out general ledger functions, including account analysis and reconciliations, journal entries, accounts receivable, accounts payable, and payroll. Prepared financial statements, completed payroll processing. Also assisted in gift shop purchasing, display set-ups, cashiering, monthly inventories, and stocking.

**Accounting Clerk III, 01/2003 to 08/2009**

**Alex Alternative Experts, Inc. – Washington, DC**

Performed daily cage and marker audits, daily cash reporting, answered P & L questions, researched various items for the controller, department managers and supervisors, and the director of finance, reconciled balance sheet accounts, audits on secured documents, markers, and card & die, completed semi-annual cash accountability, month- end procedures, up to and including journal entries, quarterly marker and credit audits. Carried out general ledger functions, including account analysis and reconciliations, journal entries, accounts receivable, accounts payable, and payroll. Prepared financial statements and completed payroll processing. Also assisted in quarterly inventories for the gift shop, c-store, and food departments.

**Gaming Auditor, 03/2001 to 01/2003**

**Pioneer Hotel & Gambling Hall – City, STATE**

Hard count, soft count, audit of the pit, Keno, progressives, jackpots, fill, verified coin counts and drops, verified bill counts and validators.

## Education

**Associate of Arts: Accounting**

**University of Phoenix - Online - Glendale, AZ**

I have 3 credits left in order to graduate.