

# Jessica Claire

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## Professional Summary

Seasoned Accountant Supervisor bringing more than 5 years of experience directing accounting systems for diverse business groups. Industrious and cost-conscious with excellent project management abilities. Advanced understanding of Corporate Construction standards.

## Skills

- Problem Solving
- Account Reconciliation
- Document Recordkeeping
- Intuit QuickBooks
- Accounts Payable
- Monthly and Annual Journal Entries
- Accounting Procedures Validation
- Financial Statements Review
- Critical Thinking and Analysis
- Microsoft Office
- Accounting Software Systems
- Discrepancy Reconciliation
- Processing Checks and Invoices
- Invoice Coding Familiarity
- Excellent Managerial Techniques
- Advanced Bookkeeping Skills
- Account Reconciliation Processes
- Financial Statements Expertise
- Closing Processes
- General Ledger Accounting Expertise
- Intuit QuickBooks specialist
- Account reconciliation specialist
- QuickBooks expert
- Partnership accounting
- Finance
- Administrative support
- Schedule Management
- Budgeting
- Financial Management
- MS Office Suite
- Bookkeeping
- Superior attention to detail
- Cash Flow analysis

## Work History

- 08/2019 to Current    **Accountant**  
**Always Best Care – Hartland, WI**
- Set up and improved accounting systems and processes to meet business needs and maximize operational success.
  - Reconciled accounts and reviewed expense data, net worth and assets.
  - Gathered financial information, prepared documents, and closed books.
  - Evaluated and improved accuracy and completeness of financial records.
  - Supported monthly reporting analysis to achieve validation of internal reports and to reconcile production operations and general ledger.
  - Reviewed accounting structures and procedures on regular basis to identify areas in need of improvement.
  - Applied strong leadership talents and problem-solving skills to maintain team efficiency and organize workflows.
  - Created successful work schedules for each team member to maintain deadlines and fully staff shifts.
  - Utilized standard operating procedures, effective crew resource management, communication and procedures specified in company operation manual.
  - Introduced team contests and goals to enhance productivity and improve employee morale.
  - Streamlined operations of multiple lines of business within organization.
  - Built, managed and coached insourced and outsourced teams.
  - Set overall vision and provided team leadership.
  - Developed training, task and process guidelines and communicated clear and concise directions to employees.
  - Adjusted job assignments and schedules to keep pace with dynamic business needs, factoring in processes, employee knowledge and customer demands.
  - Evaluated employee performance and coached and trained to improve weak areas.
  - Worked with management team to implement proper division of responsibilities.
  - Revitalized operational structures and procedures to successfully control turnover and waste, enhance output and boost overall quality.
  - Audited and documented processes and procedures for new accounts department.
  - Maintained compliance with company policies, objectives and communication goals.
- 03/2018 to 07/2019    **Accountant**  
**Always Best Care – Hillsborough, NC**
- Gathered financial information, prepared documents, and closed books.
  - Supported monthly reporting analysis to achieve validation of internal reports and to reconcile production operations and general ledger.
  - Evaluated and improved accuracy and completeness of financial records.
  - Reconciled accounts and reviewed expense data, net worth and assets.
  - Set up and improved accounting systems and processes to meet business needs and maximize operational success.
  - Tracked financial progress by creating quarterly and yearly balance sheets.
  - Maintained up-to-date knowledge on permits, certificates and documents mandatory for government departments.
  - Documented cash, credit, fixed assets, accrued expenses and line of credit transactions.
  - Performed advanced reviews of business operational trends and expected obligations to prepare accurate forecasts.
  - Monitored 8-employee team while handling day-to-day accounting processes and financial accuracy.
- 10/2016 to 01/2018    **Car Saleswomen - Trade in Specialist**  
**Doane University – Crete, NE**
- Created trade marketing strategies to communicate strategies to Sales Team Managers.
  - Met with members to understand goals and recommend solutions to fit specific needs.
  - Developed and maintained strong knowledge of multiple products and varying levels of benefits within each product.
  - Greeted customers on lot and in showroom to answer questions about brand and available inventory.
  - Met customers on lot and in showroom to discuss available vehicles and options.
  - Followed-up on warm Internet leads and responded to customer questions about vehicle availability, price and options while fielding inquiries from various marketing websites.
  - Demonstrated automobiles by explaining characteristics, capabilities and features, taking test drives and explaining warranties and services.
  - Answered telephone and email inquiries from potential customers.
  - Closed sales by overcoming objections, asking for sales, negotiating price and completing purchase contracts.
  - Responded to customer enquiries via telephone and email.
- 03/2015 to 09/2016    **Accounting Assistant**  
**Bedrock Stone & Design – City, STATE**
- Used accounting software to prepare weekly and monthly financial reports.
  - Reconciled account information and reported figures in general ledger by comparing to bank account statement each month.
  - Investigated daily variances and corrected errors to resolve discrepancies.
  - Reconciled company accounts for credit cards, employee expenses and commissions.
  - Prepared itemized statements, bills or invoices and recorded amounts due for items purchased or services rendered.
  - Completed weekly check runs and maintained accounting ledgers by verifying and posting account transactions into accounting system.
  - Maintained clean and organized files by keeping accounts payable records up-to-date.
  - Reported financial data and updated financial records in ledgers and journals.
  - Communicated with suppliers to reconcile invoice payments.
  - Directed clients to appropriate accountants, answered phone calls and replied to office emails for excellent customer service.
  - Maintained accurate and complete documentation for financial department procedures to facilitate new employee training.
  - Supervised daily bookkeeping operations with attention to accounts receivable, accounts payable, banking reconciliation and disbursements.

## Education

**Bachelor of Science: Baking And Pastry Arts**  
**The Art Institute of Houston - Austin Texas**

06/2012    **High School Diploma**  
**Hutto High School - Hutto, TX**