

# JESSICA CLAIRE

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## Professional Summary

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Utilizing years of experience and willingness to take on added responsibilities to meet team goals.

## Skills

- Self-Motivated
- Teamwork and Collaboration
- Customer Needs Assessments
- Available Nights, Weekends and Holidays
- Discrepancy Reconciliation
- Accounting Policy and Control
- Payroll Auditing
- Personnel Recordkeeping Review
- Microsoft Office Applications
- General Ledger

## Work History

### Accountant, 12/2021 to Current

Beacon Health System – Mishawaka, IN

- Formulating a variety of financial reports.
- Devising accounting structures and procedures to satisfy regulatory or legislative changes; assisting management in applying financial data and recommending alternatives to resolve difficult problems; advising management on regulatory requirements and changing program operations.
- Reconciling cash, accounts receivable, accounts payable, and other general ledger accounts; correcting all differences between the subsidiary ledger balances and the control account balances in the general ledger.
- Providing accounting information and guidance to program officials; developing a segment of an automated accounting system; preparing procedural instructions for the development or implementation of automated accounting systems.
- Reviewing, analyzing, and validating domestic and/or foreign business industry financial and statistical data.

### Auditor, 08/2018 to 12/2021

Ebay Inc. – Co, HI

- Interpreted and applied a variety of laws, regulations, court decisions, and orders, administrative policies and procedures, lease and agreement terms, and guidelines to ascertain compliance for Federal oil and gas royalties.
- Reviewed, analyzed, and audited the lessee, operator, and payor records covering production and sales from Federal leases of oil and gas, ensuring royalty data for accuracy and compliance to regulations, lease terms, and laws.
- Planned the audit assignments and prepared the audit objectives, scope, and methodology .
- Effectively communicated with external and internal customers to set up entrance conferences, sent the engagement letter, performed a walk-through of the company's royalty system, and obtained third-party documents to support the royalty calculations.
- Interviewed management and accounting personnel of the audited company to evaluate internal controls, operating, and marketing practices for the reliability of royalty reporting and to identify any weaknesses in compliance.
- Developed an audit program to meet the audit objectives. If any audit findings were found, then the condition, cause, criteria, and effect, were developed and communicated to the company.

### Financial Systems Analyst, 08/2016 to 08/2018

Leidos – Charlottesville, VA

- Validated data extracted from the USCG Direct Access (DA) for use by the actuarial contractor to calculate the USCG contingent liability for benefits in the Military Retirement System and the Military Health System (retirement and beneficiaries) for inclusion in the financial statements of Coast Guard and ultimately, DHS: currently at 48 billion dollars.
- Run an active and reserve actuarial review audit program: review and update audit steps annually.
- Researched, identified, analyzed, and validated the nature of anomalies in the tested data file elements.
- Peer reviewed colleagues' workpapers for any discrepancies or missing documentation, and ensured all signatures and dates were present.
- Part of a team to develop an accounting fraud plan at PPC: Proposed a fraud hotline at PPC Topeka.
- Performed risk assessments and reviewed procedures for accuracy and requested corrections to procedures for the actuarial file and DA.

### Military Pay Technician, 11/2012 to 08/2016

Atkore – Thomasville, GA

- Analyzed military personnel and payroll records, reviewed and researched control reports, and reconciled miscellaneous adjustments and corrections to members' pay accounts for reserve and active United States Coast Guard.
- Reviewed and reconciled auditing reports, military entitlements, and researched regulations and policy. Performed audit on individuals whose pay was cutoff due to system errors and contacted the Servicing Personnel Office to initiate immediate pay.
- Successfully reduced pay errors by 45% in 2014, through effective communication with the SPOs.
- Analyzed federal regulations for proper interpretation to effectively apply corrections to members' pay accounts.
- Actively participated with other team members, providing updates on the status of auditing members' pay, and helped if necessary, to ensure accuracy by cutoff dates. Identified system errors and issued requests for system solutions.

## Education

**MBA:** Business Administration

Baker University - Baldwin City, KS

**Master of Arts:** Accounting, 05/2018

University of Kansas - Lawrence, KS