

JESSICA CLAIRE

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

PROFESSIONAL SUMMARY

Innovative accounting professional proficient in extracting financial data from various reporting systems and suggesting key operational changes. Organized and efficient, learning new accounting procedures, software and methods quickly. Team-oriented Accountant adept at creating clear and comprehensive financial reports to present to senior management/owners/board of directors.

WORK HISTORY

10/2005 to 03/2016 **Accountant**

Aircell – Chicago

- Generated financial statements and facilitated account closing procedures each month.
- Computed taxes owed by applying prescribed rates, laws and regulations.
- Processed payroll, tax and benefit reporting
- Compiled financial reports pertaining to cash receipts, expenditures and profit and loss.
- Generate state and federal tax returns

03/2007 to 05/2013 **Director of Operations**

Oshkosh Corp. – Madison, WI

- Managed full life cycle of accounting through financial statements
- Managed all client contracts and details for billing; maintained relationships and timelines.
- Analyzed contract performance for bids, budgets and forecasts.
- Maintained up-to-date account distribution information.
- Conducted ongoing reviews of all program financial systems to achieve current financial data.
- Maintained compliance with GAAP and company requirements.
- Sourced qualified vendors, negotiated and maintained contracts.
- Modified a comprehensive financial reporting package to reflect growing organizational complexity.
- Wrote proposals and maintained accounting for government contracts and grants: FAR reporting

2000 to 09/2005 **Senior Accountant**

Brookfield Properties - Development – Los Angeles, CA

- Acted as clients "Controller". Handling monthly, quarterly, and annual clients just as an in-house Controller would.
Avg. 25-35 monthly clients, plus quarterly and annual clients
- Drafted and reviewed financial statement compilations and all tax returns (local, state and federal). Write-up through Federal tax return.
- Was assigned the most challenging clients
- Performed complex general accounting functions, including preparation of journal entries, account analysis and balance sheet reconciliations.
- Reconstructed accounting records from clients checks and cash receipts.
- Responsible for ALL clients payroll and related taxes returns for the Firm.
- Proactively researched technical tax issues related to clients needs.
- Installed and trained clients on QuickBooks and/or Creative Solutions accounting systems for clients to reflect accurate financial records. Responsible for all Firms client software support.

SKILLS

- QuickBooks User/Pro Advisor- 1997-2016
- MS Office Suite
- Creative Solutions: Checkbook thru federal tax
- TB Solution
- T-Value
- Turbo Tax Pro
- PAC Construction Management
- MS Dynamics (Solomon)
- POS Systems, CC Systems, Micros, Squirrel
- Payroll processing in all of the applicable modules above, including manual, ADP and Paychex
- Country Club Systems Software
- Experienced Manager, coach and mentor to accounting staff
- Accounting operations professional
- Cost accounting/project management/subcontract control
- Superior attention to detail
- Fiscal budget preparation/analysis
- Internal auditing and external audit preparation
- General Ledger Account reconciliation specialist
- Working knowledge of GAAP
- All aspects of payroll and benefits - Multi-state payroll, including tax liabilities, union specs, 401(k) administration and reporting, Cafeteria plans, Human Resources.
- Administered company loans, lines of credit and letters of credit.

EDUCATION

1997-2016

Certified QuickBooks Pro Advisor/User

Intuit - Online QuickBooks coursework

Continuing Education

W.S.C.P.A. - Bellevue, WA

- Continuing education on the Major Changes in Accounting Standards
- Annual Federal tax professional updates

Tax Preparation Course

H&R Tax Course - Issaquah, WA

Accounting Services Professional Certificate of Completion

Certification: Leadership

Dale Carnegie Leadership Course - Bellevue, WA

Continuing Education

Bellevue/Green River/Highline Community Colleges - Seattle Area

Continuing education in accounting, computer science, and human resources

High School Diploma

Auburn Senior High - Auburn, WA