

JESSICA CLAIRE

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SUMMARY

Dynamic and highly qualified Accountant with extensive knowledge of reviewing Cash Flow Analysis, Bank Reconciliation, Process Improvements and Treasury responsibilities on a daily basis. Well-organized and diligent about keeping records current, statements accurate and accounts reconciled for fully compliant tracking, reporting and auditing of financial records. Knowledgeable in solving complex problems, making sound decisions. Effective at directing, monitoring and inspiring team members to complete investigations and reports in an accurate and timely manner. I am open to growth, improvement and various methods of resolution.

SKILLS

- Financial planner
- Organizational strengths
- PeopleSoft knowledge
- Compliance testing knowledge
- Customer relations
- Payroll management
- Accounting and bookkeeping
- Bank reconciliations and balancing
- Compliance management
- Financial analysis

EXPERIENCE

09/2016 to Current Accountant

Arizona State University – Tempe, AZ

- Enhanced budget administration by reviewing cash flow analysis and weekly reports, leveraging knowledge to strengthen controls and improve transparency.
- Followed up with customers to collect specific financial information and verify details for preparation of annual 1095 forms.
- Maintained and processed invoices, deposits and money logs.
- Accurately calculated deductions and processed payroll for up to 60 employees.
- Analyzed budgets, financial reports and projections for accurate reporting of financial standing.
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and all types of cash and banking reconciliations with 95% accuracy.
- Strengthened financial management processes to bring errors to near-zero in reporting, payroll administration and general bookkeeping.
- Performed advanced reviews of business operational trends and expected obligations to prepare accurate forecasts.
- Set-up and improved accounting systems and processes to meet business needs and maximize effectiveness of operations.
- Created periodic reports comparing budgeted costs to actual costs.
- Reviewed and processed client payments, including electronic payments and check deposits.
- Proactively researched technical tax issues relative to consulting projects.
- Mitigated risk by implementing internal controls and safeguards for revenues and expenditures.
- Adjusted project plans to account for dynamic targets, staffing changes and operational specifications.
- Gathered requirements, defined scopes, allocated resources and established schedules meeting or exceeding project demands.
- Created full-fledged implementation plans, accounting for ROI, cost-benefit and other analyses.
- Resolved conflicts and negotiated mutually beneficial agreements between parties.

10/2015 to 12/2016 Payroll Specialist

Accounting And Consulting Group, LLP – Fort Pierce, FL

- Perform daily payroll department operations.
- Manage workflow to ensure all payroll transactions are processed accurately and timely.
- Reconcile payroll prior to transmission and validate confirmed reports.
- Understand proper taxation of employer paid benefits.
- Process correct garnishment calculations and compliance.
- Execute eTime time and attendance processing and interface with payroll.
- Perform compliance reviews for unclaimed property payroll checks.
- Process accurate and timely year-end reporting when necessary (W-2, W-2c, etc).
- Develop ad-hoc financial and operational reporting as needed.
- Resolve conflicting data in timely manner Resolve Credit Card Expense Reports for Executives.
- Supervised payroll secretary for leave corrections and docking that may occur and assisted with bi-weekly substitute payroll, averaging over 50 employees.
- Oversaw Accounting/Payroll department leave and salary adjustment daily.
- Managed payroll for organization of 150 personnel.
- Built and maintained various different contract calendars and managed set up for all new banks for direct deposit and accrual year-end processes.

02/2015 to 10/2015 Senior Staff Accountant

Alliant Group – Houston, TX

- Provides effective strategy implementation for financial development.
- Strengthen rapport with internal/external.
- Creating process improvement policy and procedures for Trust/Accounting Department.
- Generate weekly Reporting and assist with Month ending process.
- Conduct presentations to Executive and Board on budgets and ongoing implementations.
- Provide coaching/training opportunities to Trust Accounts Supervisors, Accounts Payable and Accounts Receivables Department.
- Bank/general Ledger Reconciliation.
- Post deposits, process billing, resolve and conflicting data.
- Managed Cred Card Expense Reports for Executives.
- Gathered and analyzed employee, department and company-wide financial information.
- Completed tax owned, prepared and submitted returns and upheld compliance with all applicable laws.

Oversaw team of 5 accounting staff.

07/2012 to 03/2015 Financial Aid Officer

University Of California – Merced, CA

- Processed awarded financial aid through using Orion, COD and NSLDS systems.
- Managed student's accounts and supporting business units.
- Provided process improvement implementations that resulted in more effective packaging.
- Worked on Team to assist with new software Regent 8 by presenting metrics to Senior Leadership.
- Daily workflow reports using pivot tablets/lookup in excel subordinates, peers, and senior level management to identify operational inefficiencies.
- Identified training needs and financial aid trends to provide implementation recommendations.
- Investigated account inquiries for multiple business units.
- Appointed 2nd tenure as Kaplan Chief Difference Maker; Collaborated with Executives identify employee engagement/recognition, staffing conflicts and processes to provide effective resolution to improve employee benefits and Kaplan experience.
- Awarded 2014 Leadership Award.
- Complied with regulatory requirements, including Bank Secrecy Act, Anti Money Laundering, OFAC, USA patriot ACT, Privacy Act and Community Reinvestment Act.

EDUCATION AND TRAINING

01/2014

Bachelor of Science: Business Management

Kaplan University - Orlando, FL

01/2006

Bachelor of Science: Accounting

Florida Agricultural And Mechanical University - Tallahassee, FL