

JESSICA CLAIRE

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☎ (555) 432-1000

📍 Montgomery Street, San Francisco, CA 94105

SKILLS

- Guest services
- Inventory control procedures
- Merchandising expertise
- Loss prevention
- Cash register operations
- Product promotions

EDUCATION AND TRAINING

Stevens Henager College
Business Management

Stevens-Henager College-Ogden
Ogden, UT • 12/2012

Associate of Applied Science:
Business Management And Accounting

SUMMARY

Highly motivated Sales Associate with extensive customer service and sales experience. Outgoing sales professional with track record of driving increased sales, improving buying experience and elevating company profile with target market.

EXPERIENCE

Anoka County, Mn - Accountant

Anoka, MN • 09/2019 - Current

- Prepared and reviewed financial statements, resolving discrepancies after careful analysis.
- Entered payroll data for [Number] employees, maintaining consistency, accuracy and information security.
- Evaluated accounting controls on frequent basis in order to assess and devise potential improvements.
- Supported department staff by performing wide range of clerical and administrative tasks.
- Processed payroll, electronic deposits and employee pay adjustments.
- Mitigated annual audit risks and developed final certification reports for small businesses.
- Thoroughly reviewed financial statements and tax audits to correct any discrepancies.
- Calculated, prepared and filed payroll taxes for clients.
- Supplied detailed tax documentation needed to submit accurate corporate returns.
- Compiled and analyzed financial reports with exceptional organization and precision.
- Prepared quarterly tax returns and reviewed with auditors.
- Streamlined operational efficiencies, using accounting software to record, store and analyze information.
- Supported senior leadership by preparing monthly and quarterly financial statements to enhance database accuracies.
- Reviewed financial statements to determine any discrepancies.
- Processed bank reconciliations and financial reports to verify practice of proper due diligence.
- Assessed accounting accuracy, performing daily cash functions including A/P and A/R tracking, budgeting, payroll transactions, wage allocation, salary expenses, online donations, and bank, credit card and petty cash reconciliations.
- Prepared monthly and year-end closing statements, financial documents, and invoices.
- Secured positive customer satisfaction ratings by resolving issues efficiently.
- Reconciled monthly bank statements and resolved any discrepancies.
- Reached out to customers to verify information and follow up on issues.

Aqua Finance - Accounting Clerk

Schofield, WI • 02/2017 - 09/2019

- Offered results-driven accounting assistance to company departments with knowledgeable payroll, AP, AR and expense tracking support.
- Kept records current and accurate with efficient reconciliations and variance resolution.
- Prepared monthly and year-end closing statements, financial documents, and invoices.
- Assessed data and information to check entries, calculations and billing codes for accuracy.
- Applied mathematical skills to calculate totals, check figures and correct problems with physical and digital files.
- Compiled and reported on expense data to aid in effective budget planning.
- Entered \$[Number] in payments monthly from customers.
- Used [Software] to track all income and expenses for [Type] business.
- Monitored accounts payable and receivable statuses and delegated related tasks.
- Ran company payroll for [Number] employees on biweekly basis.
- Assisted with administrative tasks, including filing, answering phones and [Task].
- Collaborated with [Job title] to process business transactions and maintain excellent financial standing.
- Updated [Type] documents using [Software], consistently checking for accuracy and fixing errors.
- Compiled and archived signed sales agreements, client cost confirmations, invoicing and cash receipts.
- Prepared bank statements, deposits and other [Type] forms with accuracy and speed.
- Established and maintained automated and manual accounting records, post receipts and turn-ins, and performed dues-ins and dues-outs accounting.
- Recorded payroll for [Number] salaried and [Number] hourly employees, including all taxes, benefits and special compensations.
- Performed diverse data entry of relevant information such as customer sales and company expenses.
- Worked with [Job title] to address and resolve issues with documentation or financial entries.
- Helped company move to [Type] paperless system, which saved \$[Amount] in monthly printing costs.
- Payment Processing
- Reconciled all expenses and accounts, including company credit cards and expense accounts.
- Reviewed bank account statements to reconcile accounts by documenting correct financial information in general ledger.
- Prepared weekly payroll for more than [Number] salaried and hourly employees.
- Communicated with [Job title] about discrepancies and devised plans to reconcile financial issues.
- Operated [Software] to enter financial data and compile reports.
- Balanced reports and batch summaries to submit for approval.
- Prepared [Type] documents for financial audits and presented audit findings to [Job title].
- Supported clerical and administrative needs of senior department staff.
- Processed all payroll entries and reports for [Number] employees.

Office Of Head Start Interim Managment - Administrative Assistant

Roland, OK • 10/2016 - 02/2017

- Prepared average of [Number] annual federal, state and local tax returns for both individuals and businesses.
- Generated profit and loss statements to detail company's revenues and expenses.
- Supported department staff by performing wide range of clerical and administrative tasks.
- Processed bank reconciliations and financial reports to verify practice of proper due diligence.
- Maintained accurate accounts on cash, prepaid credit, fixed assets, accrued expenses and line of credit transactions.
- Produced, reviewed and processed [Type], [Type] and [Type] tax forms.
- Posted accounts receivable payments made by cash, check or credit card payments.
- Calculated, prepared and filed payroll taxes for clients.
- Prepared monthly and year-end closing statements, financial documents, and invoices.
- Gathered information and entered data into computer system.
- Supported senior leadership by preparing monthly and quarterly financial statements to enhance database accuracies.
- Processed payroll, electronic deposits and employee pay adjustments.
- Secured positive customer satisfaction ratings by resolving issues efficiently.
- Liaised with auditors to complete annual audits and maintain compliance with local, state and federal requirements.
- Prepared quarterly tax returns and reviewed with auditors.
- Established complete accounting structures, processes and controls to meet business requirements.
- Reviewed and reconciled discrepancies in accounts and financial documentation.
- Developed spreadsheets to track expenses.
- Facilitated month-end close processes, invoicing, journal entries and account reconciliations.
- Reached out to customers to verify information and follow up on issues.
- Assessed accounting accuracy, performing daily cash functions including A/P and A/R tracking, budgeting, payroll transactions, wage allocation, salary expenses, online donations, and bank, credit card and petty cash reconciliations.
- Planned and executed corporate meetings, lunches and special events for groups of [Number]+ employees.
- Communicated with vendors to place and receive orders, request maintenance services and deliver instruction on behalf of office management.
- Facilitated troubleshooting, maintenance and updates for office systems.
- Created and maintained spreadsheets and developed administrative and logistical reports.
- Tracked and submitted employee time sheets to accounting department for payroll processing.
- Monitored daily and weekly schedules and monthly calendar obligations for [Number] [Job titles].
- Scheduled and coordinated meetings and calendars of high-level decision-makers.