

JESSICA CLAIRE

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PROFESSIONAL SUMMARY

Familiar with managing schedules, directing teams and overseeing closing processes. Well-versed in GAAP, ledger updates and report writing. Exceptional interpersonal, communication and multitasking abilities. Adept at managing budgets, payroll, invoicing and all other general accounting functions. Instrumental in keeping business operations fully compliant and working within budgetary guidelines. Methodical Quality Assurance Auditor successful at standardizing compliance review and correction across all business areas. Efficient and accurate team player with demonstrated success in working in any environments over 10 year career.

SKILLS

- Financial Advisory Services
- Annual reports
- Accounting principles
- Financial records review
- Profits and losses tracking
- Cost savings options
- Debt management
- Budgeting
- Bookkeeping
- Risk mitigation strategies
- Sampling procedures
- Inspection protocols
- Non-destructive testing
- Production expertise
- Blueprint understanding
- Staff Management
- Corporate finance
- Accounting management
- Processing payments
- Sage MAS90 expertise
- Preparing financial statements
- Collections understanding
- Profit and Loss Management
- Pricing and Costing

WORK HISTORY

09/2019 to Current **Accountant**

Ace Hardware – Bainbridge Island, WA

- Contributed to financial and operational risk reduction by evaluating effectiveness of controls and subsystems.
- Compiled budget figures by reviewing past budgets, evaluating estimated income and assessing expenses.
- Applied proper codes to invoices, files and receipts to keep records organized and easily searchable.
- Enhanced customer satisfaction by uncovering and correcting outstanding financial problems and account errors.
- Analyzed and prepared annual budgets to contain costs, minimize losses and assure compliance with internal controls.
- Contacted customers to immediately find resolutions for escalated issues.
- Assessed data and information to verify entry, calculation and billing code accuracy.
- Produced timely and accurate financial and progress reports and submitted for consideration during key decision-making process.
- Applied mathematical abilities to calculate and check figures in accounting systems.
- Led daily general ledger entries, using double-entry accounting method and check backs.
- Reconciled account information and reported figures in general ledger by comparing to bank account statement each month.

01/2015 to 08/2019 **Payroll Accountant**

10X Genomics – Raleigh, NC

- Delivered human resources financial support by certifying and processing payroll, completing deposits, performing pay adjustments and promptly distributing checks.
- Compiled general ledger entries on short schedule with 100% accuracy.
- Conducted detailed technical and analytical review of federal/state corporate, partnership and S corporation tax returns, FAS 109 provisions, and quarterly estimates prepared by associates.
- Calculated payroll deductions by accurately using **ADP**, **QUICKBOOK** and processed payroll to meet preset requirements.
- Maintained up-to-date knowledge of tax codes, legislation and tax programs.
- Identified audit risks, prepared budgets and coordinated with management and audit team in preparing related reports.
- Partnered with auditors on annual audits and realized compliance with governmental tax guidelines.
- Upheld strict confidentiality protocols with client details and tax return information.
- Resolved financial and tax issues and maximized customer satisfaction scores.

01/2010 to 11/2013 **Senior External Auditor**

Unitedhealth Group Inc. – Tallahassee, FL

- Compiled general ledger entries on short schedule with 100% accuracy.
- Conducted detailed technical and analytical review of federal/state corporate, partnership and S corporation tax returns, FAS 109 provisions, and quarterly estimates prepared by associates.
- Allocated auditing work to junior and staff auditors to cover demand.
- Liaised between clients and internal audit staff to address concerns with procedures, scheduling or results.
- Conveyed complex audit information to clients of diverse backgrounds.
- Identified control gaps in processes, procedures and systems through in-depth research and assessment and suggested methods for improvement.
- Developed and implemented corrective actions to bring business areas in line with standards.
- Prepared working papers, reports and supporting documentation for audit findings.
- Identified management control weaknesses and provided value added suggestions for remediation.
- Interviewed business owners, explained audit scope and conducted exit interviews of audit findings.
- Determined financial and operational audit areas, providing most economical and efficient use of audit resources.
- Developed and enforced audit policies and administrative and technical functions.
- Established internal control systems by updating audit programs.
- Completed audit papers by thoroughly documenting audit tests and findings.
- Collected and reported monthly expense variances and explanations.
- Cooperated with senior leaders to create operating budgets and initiate financial planning.
- Proactively researched technical tax issues related to consulting projects.

EDUCATION

12/2017

Financial Forensics And Fraud Investigation

West Virginia University At Parkersburg - Parkersburg, WV

07/2014

Master of Science: Accounting Audit And Controle

Paris Dauphine - France

CERTIFICATIONS

- CIA - Certified Internal Auditor in progress

LANGUAGES

French:

Negotiated:

English:

Negotiated: