

Jessica Claire

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

SUMMARY Experienced school fund Accountant interested in further advancing career to the next level. Goal oriented, knowledgeable and capable of managing multiple projects and consistently meeting deadlines under pressure.

- CORE STRENGTHS**
- School fund accounting
 - Account reconciliation
 - Cash flow projections
 - Budget analysis/forecasting
 - General ledger accounting
 - Accounts payable/receivable
 - Governmental reporting
 - School bond experience

ACCOMPLISHMENTS Achieved the Chief Financial Officer (CFO) certification through the Michigan School Business Officials organization.

EXPERIENCE **ACCOUNTANT** 07/2014 to CURRENT

Waste Management | Douglasville, GA

- Perform all general ledger duties for district.
- Reconcile multiple bank accounts monthly.
- Record and project cash flows.
- Perform Accounts Payable/Receivable duties.
- Manage child care billing for two locations.
- Analyze budgets and amend as necessary.
- Assist auditors with yearly financial statements.
- Supply school board members with financial data.
- Create Purchase Orders and supply to vendors.
- Reconcile student lunch account purchases.
- Prepare calendar year-end tax documents.
- Assisted and trained staff with various accounting software tasks such as purchase order entry and budget report generating.

STOFF ACCOUNTANT 10/2010 to 06/2014

Four Seasons Hotels Inc | Los Angeles, CA

- Performed Accounts Payable duties for three local area public school districts.
- Processed Purchase Orders and supplied to vendors.
- Prepared and processed 1099's at calendar year-end.
- Prepared various reports on a weekly basis and supplied local districts with valuable information.
- Streamlined document attachment process within accounting software.

PACKAGE HANDLER 07/2007 to 08/2010

Berry Global Group Inc. | Bloomington, IN

- Earned Employee of the Month on multiple occasions for customer focus and taking initiative.

EDUCATION **BBA | Accountancy** APRIL 2010

Western Michigan University, Kalamazoo, MI
Haworth College of Business

- SKILLS**
- Creative problem solving skills.
 - Advanced computer skills.
 - Works great with others.
 - Continuous initiative for process improvement.