

# JESSICA CLAIRE

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## Summary

Accountant with over a decade of diverse professional experience including corporate and small business accounting, tax preparation and accounting services. Dedicated and reliable team member who enjoys learning and taking on new challenges.

## Highlights

- Accounts Receivable/Payable
- Master's Degree
- General Ledger Accounting
- Sales Tax Reporting
- GAAP Knowledge
- Period End Close
- Team Oriented
- Tax Preparation
- Financial Statement Preparation
- High Attention to Detail Microsoft Office programs
- Proficient in Microsoft Windows operating systems
- Experienced with accounting, bookkeeping, and ERP programs

## Accomplishments

### Experience

**Accountant**, 08/2011 to Present

**Time Warner Cable** – Riverview, FL,

- Responsible for consistent, accurate and timely period end close Calculate, process and analyze journal entries and accruals Maintain general ledger for multiple entities worldwide Prepare account reconciliations for multiple accounts acClaire multiple entities Work as member of team to prepare 10-Q and 10-K reports Prepare XBRL instance document for submission to SEC Responsible for completion of various U.S. Government surveys Monthly sales tax reporting.

**Accountant**, 04/2007 to 07/2011

**Toll Brothers** – Naples, FL,

- Supported company ownership by providing accounting insight and technical knowledge Responsible for all accounting functions, including AR, AP, GL, payroll, period-end close processes, account reconciliations and sales tax reporting Monitor accurate and appropriate recording of revenues and expenses Monitor cash flow and balances; project future cash balances and needs Monitor and analyze monthly operating results against budget Professional Experience, cont.

**Staff Accountant**, 01/2006 to 10/2006

**Emplicity Search** – Glendora, CA,

- Maintained general ledger for multiple clients Prepared journal entries and adjusting journal entries Responsible for monthly reconciliations Prepared financial statement compilations Prepared individual income tax returns Calculated and prepared monthly payroll deposits Prepared quarterly and annual payroll reports for multiple clients Prepared annual Form 1099 for multiple clients Assisted in preparation of financial and operating reports.

## Education

**Certified Public Accountant Colorado License Number 25320:** ,

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GPA:

**M.S:** Business Administration Accounting, May 2005

**Colorado State University** - Fort Collins, Colorado

GPA:

Business Administration Accounting

**Certificate in Taxation:** ,

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GPA:

**B.S:** Accounting, May 2003**Regis University** - ,

GPA:

Accounting

**B.S:** Business Administration, August 1998**University of Colorado at Boulder** - ,

GPA:

Business Administration

**Interests**

Fall 2011-Present Local Cub Scout Pack & Boy Scout Troop - Boy Scouts of America Pack Committee Chair, Den Leader, Fundraising Chair, Merit Badge Counselor

**Skills**

Account Reconciliations, accounting, accounting systems, Accounts Receivable, accruals, AP, AR, Attention to Detail, bookkeeping, budget, cash flow, oral communication, Certified Public Accountant, CPA, clients, ERP, financial, Financial Statement Preparation, general ledger, General Ledger Accounting, GL, Government, Microsoft Office programs, Microsoft Windows, operating systems, payroll, presentations, processes, recording, reporting, Sales, surveys, Tax, Tax Preparation, tax returns, written

**Additional Information**

- Volunteer Service Fall 2011-Present Local Cub Scout Pack & Boy Scout Troop - Boy Scouts of America Pack Committee Chair, Den Leader, Fundraising Chair, Merit Badge Counselor