

JESSICA CLAIRE

✉ resumesample@example

☎ (555) 432-1000,

📍 Montgomery Street, San
Francisco, CA 94105



PROFESSIONAL PROFILE

Highly qualified, detail-oriented MBA professional with 10 years of experience within the government contracting industry. Areas of specialization include government contract accounting, process development, financial analysis, solution implementation and management. Excellent communication, presentation and consultative skills. Talented in gathering, analyzing and defining business requirements to understand operations, needs and expectations.

SUMMARY OF SKILLS

- Project finance
- Cost Accounting
- Decisive leader
- Managing multiple projects
- Contract management
- Contract pricing
- Identifying best practices
- Excellent research skills
- Team Oriented
- Project management
- Critical thinker
- Process improvement
- Adaptable learner
- Creative problem solving
- Operations analysis
- Attention to detail
- Account management
- PMP In-Training

EDUCATION

University of West Florida
Pensacola, FL • 2004 â€" â€"

MBA: Business Administration
Business Administration
• Coursework in Financial
Management; Accounting;
Managerial Finance; Operat
Management; Strategic
Management & Business Po

University of Puget
Sound
Tacoma, WA • 1996
â€" â€"

Bachelor of Arts:
Exercise Science - GPA:

RELEVANT EXPERIENCE

Accounting Skills

- Established and maintained company accounting policy and procedures including streamlined process improvement for internal auditing, accounts payable, and accounts receivable.

General Ledger Accounts

- Maintained accurate accounts including cash, inventory, prepaid, fixed assets, accounts payable, accrued expenses and line of credit transactions.

Leadership

- Served as key contributing member to Leadership team.

EXPERIENCE

Idp - Senior Finance Officer

Queensland, GA, • • 03/2010 - Current

- Responsible for the overall managing, performance, and execution all aspects of the accounting, finance, cash management control, analysis, auditing and planning of a government contacting company.
- Assist in preparation of year end/closeout of company financial records and coordinates annual audit activities related to financial records.
- Ensures the accounting system properly reflects the financial position of the company and that the accounting activities are performed in accordance with established legal, regulatory and company procedures.
- Maintain integrity of general ledger, including the chart of accounts and generate financial statements and facilitated account closing procedures each month and analyze monthly balance sheet accounts for corporate reporting.
- Supervise invoice processing, purchase orders, expense reports, credit memos and payment transactions.
- Enter and process payables and receivables.
- Supervise Project Finance Analyst team members.
- Research and resolve issues regarding the integrity of data flow into databases.
- Document business processes and analyzed procedures to see that they would meet changing business needs.
- Assess the impact of current business processes on users and stakeholders.
- Continuously analyze and research reporting issues to improve accounting operations procedures.
- Perform complex general accounting functions, including preparation of journal entries, account analysis and balance sheet reconciliations.
- Successfully implement new technologies and process automations to encourage continuous improvement and introduced and implemented a new and efficient accounting, financial and operational system.
- Compose effective accounting reports summarizing accounts payable data and post receipts to appropriate general ledger accounts.
- Streamline daily reporting information entry for efficient record keeping purposes.
- Analyze contract performance for bids, budgets and forecasts while providing pricing support.
- Consolidate and analyze financial data and reports for key leadership meetings.

Lear Corporation - Financial Analyst

Montgomery, AL, • • 10/2006 - 09/2007

- Oversaw the improvement of the operational and financial effectiveness of a \$22 million multi-year contract with budget cost/variance analysis reporting while providing contract support to Program Manager, Finance, and Contract department heads for effective contract management and decision-making.
- Managed and examined financial data from various accounting database systems, including Deltek, to provide monthly and quarterly financial and cost accounting reports.
- Reviewed and validated contract costs and estimates-to-complete (ETC) to assist in cost control while maintaining contract burn rates and ensuring adherence to

- the Federal Acquisitions Regulations (FAR).
- Analyzed the weekly and monthly cost reports, tracked six subcontractors and their incurred labor and other direct costs, developed cost performance metrics and advised of potential cost savings or unanticipated increases that would result in budget decreases or increases.
- Developed successful job summary reports to assist in the statistical and mathematical equations necessary to maintain specific contract forecasts and actual expenditures, which was later used company wide.
- Forecasted all contract expenses, including labor and other direct costs, and developed financial analysis to prepare variance analysis reports between budgeted and actual and reviewed analysis with stakeholders and customer.
- Applied cost analysis techniques to provide customers with more effective assessment of programs financial status.
- Prepared, developed, and formally presented contract cost analysis reports to Executives and Client on monthly and quarterly basis.
- Handled all problem identification, analysis, and resolution to department heads as necessary.
- Identified process inefficiencies through gap analysis.

AFFILIATIONS

Moore County Chamber of Commerce
National Contract Management Association

PROFESSIONAL COURSES AND TRAINING

- PMP (PMI) In-Training
- DCAA Hot Buttons Seminar
- FAR Workshop
- Government Contract Finance and Accounting
- DCAA Contractor Business Systems and Internal Controls
- Fundamentals of Government Contracting
- Government Contract Costs