JESSICA CLAIRE

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Summary

Pro-active, results-oriented, deadline driven with broad experience in all aspects of accounting and financial management. Solid planning and organizational skills in coordinating all aspects of each project from inception through completion. Sees the big picture and plans appropriate strategies to achieve results. Well disciplined with proven ability to manage multiple assignments efficiently under extreme pressure while meeting tight deadline schedules. Strong team builder and facilitator, creates an atmosphere that encourages individual growth among accounting professionals while maximizing their potential and production. Ascertains needs and goals, streamlines existing operations, envisions new concepts and looks for areas of improvement while following through with development and direction. Clearly and effectively communicates direction, commits people to action with timelines, and transforms complex information into easily understood formats.

Highlights

SAP, Dynamics AX, AS400, SBT, IFRS, JD Edwards, MAS90, Great Plains and Quickbooks. Access, SAS and SQL. MS Office including Excel 2010, 2007 and 2003. UltiPro, ADP, Report Smith, E-Time Heavy, TimeSaver, EZLabor and EasyPay.

- Comprehensive experience in Organizational Re-Engineering
- Inventory Control/Purchasing
- Reporting/Process
- Improvement Financial
- Management/Analysis
- Quarterly/Year-End Audit
- Budget & Forecasting
- Preparation/Administration
- General Accounting/HR/Payroll
- Staff Management
- Business Analysis
- GAAP/JSOX/ISO/SOX

Experience

Finance Manager, 11/2011 to 04/2014

Martin Management Group â€" Bennettsville, SC,

- Provide financial reports for three plants in the region.
- Manage day to day operations to include overseeing all accounting functions, procurement, annual budget forecast, payroll and complying with SOX.
- Work with corporate HR in regards to plant personnel and suggest personnel changes in the plant along with other necessary changes to create a corporate environment from the prior family owned company feel.
- Manage all aspects of Supply Chain Developed and implemented purchasing, operations, logistics and production systems Manage vendor and supplier contracts Introduced Lean Manufacturing practices Manage billing and HR functions.

Accounting Manager, 11/2008 to 06/2011

Legacy.Com â€" Chicago, IL,

- Overall authority for the global intercompany operations of the organization, budget preparation and administration, audit, accounting, monthly closing of books, account reconciliation, and journal entry adjustments.
- Prepared monthly, quarterly and annual reports summarizing the business activities.
- Developed trend and balance sheet analysis; accounts receivable and aging reports.
- Maintained audit reports to ensure a smooth quarterly and year-end audit.
- Supervised and lead support staff of up to 4.
- Created new global policies to help streamline the inter-company reconciliation process.
- Introduced monthly team meetings to enhance team environment, review projects and provide training.
- Recommended a cross-training project to include written documentation of all processes.

Corporate Controller, 02/2008 to 11/2008

Olive â€" San Francisco, CA,

- Restructured the accounting department to create a strong team of 6 rect reports to handle an SAP implementation and go live.
- Challenged to lead a 20 year old manufacturing company away from old habits and into an updated more controlled accounting environment.

- Implemented internal controls in areas of required purchase orders with authorized approvals, travel and expense review with limits, including D&B checks for setting customer credit limits, creating reorder points to avoid excessive inventory on hand, paying within terms for a discount and working with purchasing to get price discounts from vendors.
- Responsible for the financial reporting of three plants combined average 80 million in sales annually.
- Business process owner for SAP software implementation.
- Headed the quarterly bank audit.

Cost Accountant, 2007 to 2008
Collins Aerospace â€" Atlanta, GA,
- Managed all financials for printing company and reported directly to controller in another state.
- Prepared analysis, month-end financials and other reports as requested by corporate.
- Reviewed variances and explained variances to plant managers.
- Provided daily support to plant management team including analyzing data to initiate improvements and cost savings.
- Prepared monthly management meeting slides showing variances and margins which needed to be discussed.
- Established internal controls to achieve compliance with Sarbanes Oxley.
- Assisted in the monthly and yearly forecasting process including the creation of the budget.
- Implemented inventory and asset review to insure accurate and complete accounting data for job costs and overhead.

Supply Specialist, 01/1999 to 01/2007
Bluecross Blueshield Of South Carolina â€" Alaska, IN,
- Maintained accurate inventory for over 180 line items.
- Helped prepare over $500,000 worth of equipment and supplies from de-commissioned ships for warehouse turn-in.

Education

Bachelor of Science: Accounting, 2006
University of Phoenix - Phoenix, Arizona
GPA:

Master of Business Administration: Business, 2010
UNIVERSITY OF PHOENIX - Phoenix, Arizona
GPA:

Also attended Wright State University, Sinclair Community College and Columbus State prior to finishing BA: ,
- ,
GPA:

Skills

account reconciliation, accounting, accounts receivable, go live, streamline, ADP, AS400, BA, balance sheet, billing, budget preparation, budget, Business process, closing, contracts, controller, credit, documentation, financials, financial, financial reporting, forecasting, Great Plains, HR, inventory, JD Edwards, logistics, MAS90, meetings, Access, Excel, MS Office, payroll, personnel, policies, processes, procurement, purchasing, Quickbooks, sales, SAP, Sarbanes Oxley, SAS, SBT, SQL, Supply Chain, trend, written, annual reports, year-end