

JESSICA CLAIRE

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Summary

Results-oriented accountant with strong work ethic and over four years of experience.Â Successful at managing multiple projects and consistently meeting deadlines under pressure. Bi-lingual in English and Spanish with outstanding analytical, oral and written communication skills across all levels of the organization. Extensive knowledge of accounting software and processes.

Skills

- Full Accounting cycle
- Account reconciliationÂ
- General ledger accounting
- Financial statement analysis
- Budget Planning
- Cash Management
- Accounts Receivable Accounts Payable
- Inventory & PurchasesÂ
- Fixed Assets
- Auditing
- Payroll
- TaxesÂ
- Benefit and compensationÂ
- Team work oriented
- Employee training and development
- Supervising
- Effective time management
- Deadline-oriented

Experience

Accountant, 03/2018 to

Abs Group Of Companies â€“ Hamburg, NY,

- Manage and oversee the daily operation of accounting department including.Â
- Monthly bank reconciliations over 10 companies.
- Manage rent roll, and collections.
- Prepare overall accounting reports and internal financial statement.

Accounting and Finance Supervisor, 07/2017 to 12/2017

Republic Services, Inc. â€“ Tyngsboro, MA,

- Manage and oversee the daily operation of accounting department.
- Conducted month-end balance sheet reviews and reconciled any variances.Â
- Coded the general ledger and processed vendor invoice payments.Â
- Coordinated approval processes of all accounts payable invoices.Â
- Investigated and resolved discrepancies in monthly bank accounts while under tight deadlines.
- Prepared annual federal, state and local tax returns.

Administrator/Accountant , 03/2015 to 06/2017

Openx â€“ New York City, NY,

- Manage and oversee the daily operation of accounting department including;Â Account payable/receivable
*Cash recipes * General ledger * Payroll * Collection * Bank Reconciliations * Check run * Fixed assets activity.
- Quarterly,monthly and annual local and state tax returns.
- Monitor and analyze accounting data and produce financial and productivity reports.
- Banks deposit and office mail pickup.Â
- Monitors and maintains office supplies inventory.Â
- Manage office vendors, service providers and maintains certifications documentation updated.
- Maintain fiscal files and all documents transaction.
- Preparation of Annual 480 and W2.
- Collaborated extensively with auditors during preliminary and year-end audit processes.
- In charge of HR includinf, Â hiring process, supervising, vacation and sick monitor, coordination of office activities and benefits for office staff including; medical plan and 401k.

Assistant Controller, 03/2013 to 03/2015

Jimenez Seda & Archilla, PSC. â€“ City, STATE,

- Account reconciliations.
- Journal and general ledger entries and postings.
- Manage Accounts payable and accounts receivable as well, also make collection efforts.Â
- In charge of payroll and administration of employee benefits.

- Responsible for all invoicing activities.
- In charge of office supply and inventory.
- Assist the Controller with overall administrative duties including human resources and financial analysis of the company.

Seasonal Tax Advisor , 13/2011 to 05/2013

HR Bloc – City, STATE,

- Responsible for preparing federal and state income tax returns for the small business firm and individuals.
- Calculate sales and depreciation for various tax reports.
- Prepare a financial analysis to properly assess customers on government tax laws and incentives.
- Audit previous tax files to identify corrective opportunities.
- Occasionally verifies totals on forms prepared by others to detect errors of arithmetic or procedure.
- Make recommendations on how to improve future financial performance.
- Work as a part of an advisory team to effectively address issues.

Account Executive , 03/2008 to 03/2013

Popular Mortgage Inc – City, STATE,

- Providing analysis services and financial advising, helping individuals to take the best decision at the time of make any financial investment.
- Mortgage consulting and marketing of different types of loans including constructions and commercial loan
- Monthly sales over 2.5M.Â
- Analyzing financial information and credit profiles for pre approval purpose.Â
- Seek for potential customers through telemarketing and special promotional events.
- Answered customers' questions regarding products, prices and availability.

Work History

Account Executive and Loan Processor, to

First Mortgage – San Juan, PR

Account Consultant, to

Doral Bank – San Juan, PR

Education and Training

Certification: , 2016

Accounting Training Center - Caguas, PR

GPA:

IVU and SURI Software

MBA: Accounting and Finance, 2014

University of Phoenix - Guaynabo, PR

GPA:

Continuing education courses focusing on the Major Changes in Accounting Standards

Certification: , 2011

HR Block - San Juan, PR

GPA:

Tax Course

BBA: Administration, 2010

University of Phoenix - Guaynabo, PR

GPA:

Minor in Management

Computer Skills

- Microsoft Excel, Microsoft Office Suite, Microsoft Outlook, Microsoft PowerPoint and Microsoft Word.
- ADP
- Quickbooks
- Peachtree
- CDI
- PR Softâ€
- PICO or SURI
- PC Law