

Jessica Claire

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Skills

Microsoft Excel

Inventory Tracking

Fixed Assets Management

Cash Analysis

ERP Software

Decision Making

Accounts Payable

Document Recordkeeping

Judgment and Decision Making

Accounting Software Systems

Payroll Management

Critical Thinking

Analysis

Attention to Detail

Team Player

Relationship Building

Effective Professional Communication

Financial Reporting

Personnel Recordkeeping

Review Financial Statements

Report Preparation

Problem Solving

Administrative Oversight

Employee Training

Goal Development

Team Building

Leadership

Auditing

Financial Recordkeeping

Time Management

File Maintenance

Service-Oriented

Conflict Negotiation

Typing

10-Key Entry

Work Organization

Schedule Coordination

Financial Data Analysis

Business Planning

Creative Merchandising

Business Administration

Negotiation

Budgeting

Coaching and Mentoring

Contract Management

Verbal and Written Communication

Stakeholder Management

Contract Negotiation

Goal Setting

Memberships

Member:

American Institute of Certified Public Accountants (AICPA)

Original Contributions

Developed a new accounting software module that significantly improved financial reporting accuracy and efficiency for Anova

Professional Summary

Enthusiastic **Accountant** eager to contribute to team success through hard work, attention to detail, and excellent organizational skills. Clear understanding of various tasks and training skills. Motivated to learn, grow, and excel in the industry. Driven student leveraging studies in accounting to seek real-world experience. Offers strong interpersonal and task prioritization skills. Organized and dependable candidate successful at managing multiple priorities with a positive attitude and willingness to take on added responsibilities to meet team goals. Seeking to maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management, and problem-solving skills.

Work Experience

Accountant

Anova, Saint Louis, MO | 10/2021 - Current

Created budgets and forecasts for management group to meet regular accounting deadlines

Gathered financial information and prepared documents to close books

Conducted detailed technical and analytical review of federal, state, corporate, partnership, and corporation tax returns

Prepared FAS 109 provisions and quarterly estimates

Brought associates' errors to near-zero reporting

Managed payroll administration and general bookkeeping

Set and improved accounting systems and processes to meet business needs and maximize operational success

Completed daily cash functions like account tracking, payroll, wage allocations, budgeting, donating cash, and banking reconciliations

Reconciled accounts and reviewed expense data, net worth, and assets

Maintained up-to-date knowledge of permits, certificates, and documents mandatory for government departments

Improved efficiency in data collection, analysis, and modeling to enhance practices and increase customer retention

Prepared documents, reports, and presentations for executives and board members using advanced software proficiencies

Followed up with customers to collect specific financial information and verify details for preparation of annual 1095 forms

Evaluated and improved accuracy and completeness of financial records

Reconciled company accounts, credit cards, employee expenses, and commissions

Monitored status of accounts receivable and payable to facilitate prompt processing

Completed financial reports to inform managers and stakeholders

Processed payroll for approximately [number] total employees

Evaluated employee expense reports and verified accuracy

Communicated with suppliers to reconcile invoice payments

Reviewed general ledger entries and assessed accuracy

Maintained accurate and complete documentation of financial department procedures to facilitate new employee training

Completed audit papers thoroughly documenting audit tests and findings

Initiated comprehensive account assessments to check viability, stability, and profitability of business operations

Suggested key budgetary changes to increase company profits

Prepared working papers, reports, and supporting documentation for audit findings

Collected and reported monthly expense variances with explanations

Tracked funds, prepared deposits, and reconciled accounts

Calculated payroll deductions accurately using software

Processed payroll to meet preset requirements

Provided journal entries and performed accounting on an accrual basis

Maintained integrity of general ledger and chart of accounts

Owner/Designated Broker

Anova, Winona, MN | 10/2021 - Current

Liaised with property owners and prospective buyers to facilitate purchase and transfer of ownership

Established and developed a real estate agency driving recruitment and operational growth

Worked closely with clients to facilitate appropriate loans, inspections, and credit reports

Negotiated real estate contracts and navigated transactions for buyers and sellers

Arranged inspections and surveys, sold properties, and compared properties with similar features to determine competitive market prices

Managed [number] agents and assisted [number] potential property buyers to achieve residential goals

Generated lists of properties for sale with locations, descriptions, and available financing options

Obtained agreements from property owners to place properties for sale with real estate firms

Sold high volume of properties in short timeframes to exceed quotas and maximize business revenue

Advised clients on mortgage and housing conditions to identify successful properties and promote customer satisfaction

Collected fees and documented payment processes for property transactions

Assisted clients with financial planning for purchases

Built and deepened productive relationships with prospective and competitive customers to drive sustained growth

Provided clients with price quotes, securities, and financial information on corporations issuing select securities

Met with members to understand goals and recommend solutions that fit specific needs

Collaborated with clients to maintain relationships and provide thorough support and guidance

Answered inquiries and provided information to sales representatives

Distributed appropriate paperwork and fulfilled quote requests to deliver excellent customer support

Accurately processed routine financial transactions for customers

Devised cutting-edge client solutions using the latest data science and web-based technologies

Supported businesses in setting up joint ventures with investors in [type] markets

Presented financial plans to clients based on analysis of financial status and goals

Conceived, built, and managed hedging services for a [number]-person team

Fostered positive business relationships to promote continued interest in [type] products and services

Gathered customer information and maintained CRM database

Computed total holdings, dividends, and commissions to allocate appropriate payments to customers

Responded to customer questions and concerns, escalating to supervisor for resolution when necessary

Educated and worked with clients on ROI terms to find accurate solutions

Generated leads and customer referrals from industry trade shows and [type] sources

Corresponded with customers and conferred with coworkers to answer inquiries, discuss market fluctuations, and resolve account problems

Maintained regular contact with clients to inform them of transactions and performance

Led cross-departmental and divisional workflows supporting risk management

Prepared contracts and related documentation according to strict standards

Created and implemented strategic trading approaches to facilitate results

Worked with clients to develop financial planning strategies and solutions based on evaluation of finances

Documented customer interactions and relationships using CRM systems

Arranged sales between buyers and sellers, acting as a representative for [type] party

Met with clients to determine financial objectives, review assets, liabilities, cash flow, and financial information

Read financial publications to remain informed on trends affecting market conditions

Supported sales brokers, consultants, and underwriters in marketing and sales activities

Responded via telephone and email to questions from [job title] regarding licensing, commissions, website logins, and website navigation

Recorded supporting documentation for phone calls and written correspondence

Researched items thoroughly and kept up-to-date with the latest trends in the marketplace

Completed training programs to remain updated and develop proficiency in important industry information

Accountant

Taher Inc, Jackson, MI | 01/2021 - Current

Created budgets and forecasts for management group to meet regular accounting deadlines

Gathered financial information and prepared documents to close books

Prepared documents, reports, and presentations for executives and board members using advanced software proficiencies

Tracked financial progress by creating quarterly and yearly balance sheets

Completed daily cash functions like account tracking, payroll, wage allocations, budgeting, donating cash, and banking reconciliations

Set and improved accounting systems and processes to meet business needs and maximize operational success

Established QuickBooks accounting system to reflect accurate financial records

Reviewed and processed employee expense reports and vendor invoices for payment

Maintained and processed invoices, deposits, and money logs

Investigated daily variances, corrected errors, and resolved discrepancies

Calculated deductions and processed payroll for employees

Entered financial information and payments to guarantee accurate and on-time payments to employees and vendors

Verified accurate recordkeeping processes to reduce financial inconsistencies

Organized and carried out proactive month-end, quarterly, and year-end processes

Tracked expenses and income for businesses by organizing and maintaining bank statements and checking accounts

Completed payroll for employees and maintained detailed records and procedures

Monitored, verified, and approved invoices

Reviewed balances using financial software to assess balance sheet variances

Purchasing

Town of Gilbert, [City, State] | 10/2013 - 10/2016

Negotiated policies and contracts with vendors to achieve optimal pricing and consistent availability

Collaborated with buyers for special events and seasonal promotions to maintain adequate product stock and drive sales

Standardized inventory quarterly reporting and analysis

Instituted corrective action for closeouts and out-of-stock items to keep inventory records current

Maintained consistent email communication with stores and suppliers to confirm and track orders and verify price revisions and purchase orders

Negotiated with suppliers and vendors' representatives

Researched suppliers based on availability, quality, selection, and price

Managed vendor purchase order dispatch, delivery, and invoicing

Set contractual guidelines to maintain budgetary regulations

Computed and created purchase orders in the system to monitor stock levels, verify purchase requisitions, and expedite customer orders

Maintained and reviewed computerized records of items purchased and costs associated with purchases

Determined the lowest possible cost while factoring in quality and reliability

Negotiated favorable contracts and adjusted procedures as needed to maximize department effectiveness

Wrote standard operating procedures for the department

Tracked inventory shipments and prepared spreadsheets detailing item information

Coordinated changes in agreements that might occur during the contract lifetime

Reviewed quotes from contractors to obtain the best pricing and service for the organization

Created solicitation packages and conducted thorough research

Oversaw full contract administration processes for [amount] yearly service and material purchases

Coordinated and attended meetings as the company's main contact to review contractual obligations

Provided administrative support for several projects valued at [amount]

Education
