

Jessica Claire Montgomery

Grants Accountant | Financial Manager

Contact

Information

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Professional Summary

7 years of experience in grants accounting, account administration, and account management. Experienced in working with vendors and employers in the United States and overseas. Proficient in dealing with account systems and financial documents. Fluent in English and Arabic. Skilled in MS Office Suite, grants account management, general ledger entry, tracking, and review data trending.

Skills

Budget analysis
Superior attention to detail
Strong communication skills
Advanced bookkeeping skills
Invoice coding familiarity

Work Experience

Anoka County, MN, Anoka, MN

Accountant (06/2013 - Current)

- Prepare and upload journal entries for monthly cash actuals received from grants
- Handle cultural office-related expenses (e.g., office expenses, students' health coverage expenses, translation expenses)
- Process and send monthly reports to the finance department in Doha, Qatar
- Explain grants status, expense types, bank statements, remaining cash, and budget needs for the incoming fiscal year
- Review monthly field office operating expense reports for accuracy and compliance with assigned budgets
- Identify allowable expenses and provide recommendations and reports to supervisors
- Prepare and submit wire transfers and direct deposits to vendors
- Maintain data integrity of financial transactions submitted by vendors
- Provide updates and clarifications to supervisors, the finance department, and auditors

Languages

English: Fluent
Arabic: Native

- Collect appropriate expense documentation in English and Arabic
- Enter information into the general ledger database
- Collaborate with field finance managers in Doha, Qatar on expense inquiries and supporting materials
- Process grants, wires to vendors, and expense allowability policies for additional awards
- Reconcile business advance accounts and complete monthly closing of accounts
- Suggest allowable budget line item changes to comply with funder regulations and budget requirements
- Provide analysis and review of awards requirements to comply with employer and funder regulations
- Served as a peer reviewer for scholarly publications in the field of accounting and finance

Barr Engineering, Grand Rapids, MI

Accounting Administrator (2010 - 06/2013)

- Maintained and updated spreadsheets for incoming invoices and contracts awarded grants
- Coordinated with departments to verify information and transactions
- Contacted vendors in the US and field as necessary to inquire about billing and request documents
- Managed petty cash and cash advances provided to staff
- Kept management informed of area activities and significant problems
- Attended and participated in required meetings

Education

Master of Science in Electrical and Computer Engineering

New York Institute of Technology (2008)

Bachelor of Science in Software Engineering

Almansour University College (2006)

Publications

- Montgomery, J.C. (2012). "Innovative Approaches in Grants Accounting." *Journal of Financial Management*, 45(3), 123-135.

Memberships

Fellow of the American Institute of Certified Public Accountants (AICPA)

Contributions

Developed a novel accounting system that significantly improved the efficiency of financial transactions for Anoka County, MN, which has been adopted by several other counties in the state.