

Jennifer Flynn

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EDUCATION

Saint Francis University

Loretto, PA

May 2013

Bachelor of Science Degree in Accounting

Minor in Management

- ☐ Studied Abroad in Mexico
- ☐ Studied Abroad in London

May-June 2011
March 2013

PROFESSIONAL EXPERIENCE

Foot Locker

Camp Hill, PA

Staff Accountant – Lease Accounting

June 2015-Nov 2015

- ☐ Process and report checks received for Construction Allowance
- ☐ Book entries regarding Tenant Allowance
- ☐ Report and book accruals
- ☐ Research and book Consumer Price Index
- ☐ Confirm final posts to General Ledger
- ☐ Book additional month end journal entries
- ☐ Complete Account Reconciliations and Analytical Comments

Staff Accountant – Inventory Control

June 2013-May 2015

- ☐ Report and book journal entries weekly for cancelled, shipped, and restocked orders
- ☐ Partnered with IS&T to automate process
- ☐ Maintain open relationship with Auditors to make corrections to store inventory
- ☐ Researched and solved growing variance in account each month
- ☐ Report Vendor Allowances for North America and Europe
- ☐ Confirm cost and retail value is accurate prior to booking Vendor Allowance to SKU
- ☐ Verify all SOX requirements are met
- ☐ Provide Nike IMU benefit to FL Europe monthly
- ☐ Book Europe damages quarterly
- ☐ Research to implement future reporting to book damages for US
- ☐ Forecast GM impact
- ☐ Audit retail price change adjustments for Internal Controls
- ☐ Assist with implementation of new division

Staff Accountant - Internal Controls

Sept. 2014-Nov. 2014

- ☐ Audited physical inventory reports
- ☐ Audited Payroll's position and wage adjustments

Kornitzer Capital Management

Kansas City, KS

Intern

June-August 2012

- ☐ Compared the firm's and bank's statements for accuracy
- ☐ Researched to find stock-splits, dividends, and merging of companies
- ☐ Developed understanding of the market and learned trading processes
- ☐ Reconciled the units/share of recent trades

ACTIVITIES AND ORGANIZATIONS

Randi's Race

Harrisburg, PA

Oct. 2014-Nov 2015

- ☐ Fundraise for domestic violence awareness

Phi Lambda Psi (Social/Service Sorority)

Loretto, PA

April 2010- May 2013

- ☐ Treasurer (2012), Annual highway cleanup, Annual Autism philanthropy fundraisers

Enactus (Business Organization)

Loretto, PA

Oct. 2009- May 2013

- ☐ Vice President (2013), Secretary (2012), Project Coordinator (2011)

AWARDS

Three year regional champion (Students In Free Enterprise), Donald L. Mack Accounting Scholarship

SKILLS

Advanced Microsoft Excel skills; proficient in Microsoft Access, Word, and PowerPoint; Software experience includes OnDemand, Mainframe, Oracle, Business Intelligence Reporting, ITR Reporting, Connect Information Systems, Power Term, Monarch Pro, Real Estate Management, Business Objects and Backline Systems.