

JESSICA CLAIRE

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Professional Summary

Self-motivated individual with strong computer and accounting skills. Seeking a position that is challenging. Quick learner that manages multiple tasks. Dedicated to complete all tasks and deadlines. Knowledge of SAP in different modules.

Skills

- SAP Software use of all modules and some customizing
- Data Entry and Compiling Data
- Research and Data Analysis for reports
- Advanced Excel user
- Account Reconciliations
- Inventory Management

Work History

SAP Applications Specialist II, 10/2018 to 07/2020

Yahoo! – Doral, FL

- Improved operations by working with team members to find workable solutions.
- Earned reputation for Perfect attendance and hard work.
- Consulted users to determine areas in need of improvements.
- Planned, tested and supported implementation of Orsoft with Logistics to plan production lines.
- Supported Accounting with training of 2 new users for Accounts Payable.
- Researched and solved issues created by users in areas of Quality Inspection lots, Accounting, Logistics Inventory, and Purchasing.
- Setup customizing within SAP for notification process for Accounting to process invoices by sending to Management for approval prior to posting.
- Wrote documentation for Accounting Budget process, Accounts Payable procedures, and documented issues resolved due to error.

Financial Analyst, 08/2013 to 09/2018

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- Accounts Payable -responsible to process all invoices for payment Created payments via wire, ACH, check, or Websites.
- Maintained all Vendor Master records, updating banking information, addresses, and monitoring these and obsoleting if vendor is not longer needed.
- Completed GRIR clearing. Reviewed open issues with differences and correcting them. Allowed 6 months to be open but monitored monthly. Corrected any issues after reviewing statements from suppliers.
- Product costing. Completed all costing of material within the plant. Maintained all material master data for Direct Material and Indirect Material.
- Assisted other Accounting personal with their tasks. Assisted AR Accountant with clearing payments and posting journal entries at the time of month end closing.
- Fiscal year budgeting. Worked with Finance Director and Department Managers with their cost center budgets. Loaded all information into SAP. Completed a freight analysis spreadsheet to calculate all freight costs per product based upon current freight bills received. Update all BOM and routings for all direct material to recost every year.
- Supported Managers with all other reports requested.

Logistics Key User /Inventory Control Supervisor, 01/2007 to 07/2013

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- Maintained all inventory within the plant.
- Supervised Inventory Control Auditors and assisted them with issues related to inventory inaccuracy.
- Worked with Shipping to help inbound or outbound within SAP.
- Planned Physical Inventory and Storeroom Inventory yearly. Completed the pre-inventory requirements which consisted of emptying all production lines and confirming that everything was in handling units prior to starting the count process. Created counting teams, assigned areas for each team and monitored. Worked with Accounting to see what product was still missing and would attempt to locate. Analyse the difference.
- Analyzed all inventory adjustments to report to Management where the issues were and to create a plan to improve. Production training on SAP of the process was a huge factor to some of the differences.
- Supported Warehouse Manager to implement a plan to monitor scrap physically within the plant. Setting up containers and auditing the containers daily to see if count matches what was reported in SAP.
- Monthly report to Management to compare the scrap weight that was collected to the weight of what was reported within SAP.

Payroll and Accounts Payable Clerk, 08/1999 to 12/2006

Thyssenkrupp Presta Danville LLC – City, STATE

- Processed payroll for 350 employees in SAP. Maintained a spreadsheet to double check the hours for each employee. At this time, payment was based upon an honesty process. Employees wrote on a paper how many hours they worked.
- Helped to implement Kronos and ADP for timekeeping instead of honesty process. Pulled information for Kronos to upload into SAP.
- Monitored employees vacation and salary continuation manually until ADP was implemented.
- Accounts Payable - also processed all invoices for payment. Payment was ACH, Wire, or check.
- Matched payments with invoices and filed in vendor folders.
- Accounts Receivable - processed all payments from vendors and cleared them against the invoices that were paid. Worked with Sales team on invoices open to recover payment. Worked with Quality and Logistics if pricing or quality deductions were taken by Customers.
- Responsible to monitor GRIR accounts. Review open issues and resolved them after contact suppliers to confirm that items were not open.

Education

No Degree: General Associates

Danville Area Community College - Danville, IL

High School Diploma: 05/1998

Danville High School - Danville IL