|  |
| --- |
| Jhane Abram  507 Pecan Leaf Drive, Lancaster TX 75146 · (469) 222-0821  jhaneabram@gmail.com |

# Skills

|  |  |
| --- | --- |
| * Expert in GAAP and statutory reporting * Superior attention to detail * Tax accounting specialization * Financial reporting specialist * Accounting procedures consultant * Accounting operations professional * Fiscal budgeting knowledge * SAP expertise * Oracle proficiency | * Intuit QuickBooks specialist * MS Office Suite * Sage / Peachtree * Kronos * ADP Payroll * Paychex * TAG Payroll * Drake Enterprises / Crosslink Tax Software |

# Experience

|  |
| --- |
| 08/2017 – CurrentGeneral accountant, Apple homecare medical supply  * Modified a comprehensive financial reporting package to reflect growing organizational complexity. * Maintained integrity of general ledger, including the chart of accounts. * Analyzed monthly balance sheet accounts for corporate reporting. * Optimized and managed research and development spending through collaboration with key business leaders. * Generated financial statements and facilitated account closing procedures each month. * Compiled general ledger entries on a short schedule with nearly 100% accuracy. * Created daily and weekly cash reports for accounting management. * Maintained 100% accuracy in calculating discounts, interest and commissions. * Facilitated successful internal and external audits through sound and thorough documentation. * Monitored payments due from clients and promptly contacted clients with past due payments. * Reconciled vendor statements and handled payment complaints or discrepancies. * Reviewed all expense reports for accuracy and proper expense disclosure. * Supervised invoice processing, purchase orders, expense reports, credit memos and payment transactions. * Filed and addressed employee complaints in accordance with company policies and government regulations. |
| 02/2008 – 05/2017senior tax manager, maxtaxpros & bookkeeping  * Managed accounts receivable * Worked with human resources to develop a streamlined way to track paid time off. * Led payroll production for a multistate organization. * Oversaw the day-to-day processing of payroll for 20 employees, including review of time-sheets and computing pay in accordance with FLSA. * Reconciled all payroll liabilities to the general ledger and prepared monthly payroll accrual entries. * Maintained daily bookkeeping report. * Maintained efficient internal accounting controls, adherence to accounting policies and other company policies and procedures. * Managed and remained up-to-date on multi-state sales and use tax filings and set up new states as needed. * Audited contracts, orders and vouchers. * Reviewed, investigated and corrected errors and inconsistencies in financial entries, documents and reports. * Processed terminations. * Coded accounting documents. |
| 08/2011 – 02/2013general accountant, spaeth industries  * Entered financial information and payments to guarantee that employees and vendors were paid. * Entered financial data into the company accounting database to be verified and reconciled, * Modified a comprehensive financial reporting package to reflect growing organizational complexity. * Maintained integrity of general ledger, including the chart of accounts. * Analyzed monthly balance sheet accounts for corporate reporting. * Cooperated with engineering, manufacturing and corporate accounting to verify that quality standards were met. * Generated financial statements and facilitated account closing procedures each month. * Compiled general ledger entries on a short schedule with nearly 100% accuracy. * Analyzed and researched reporting issues to improve accounting operations procedures. * Created periodic reports comparing budgeted costs to actual costs. * Suggested budgetary changes to increase company profits. Suggested budgetary changes to increase company profits. |
| 06/2008 – 07/2011promoted to - accounting manager/hr generalist,metro air conditioning  * Modified a comprehensive financial reporting package to reflect growing organizational complexity. * Maintained integrity of general ledger, including the chart of accounts. * Filed tax returns and prepared governmental reports in compliance with strict standards. * Analyzed monthly balance sheet accounts for corporate reporting. * Generated financial statements and facilitated account closing procedures each month. * Optimized and managed research and development spending through collaboration with key business leaders. * Analyzed and researched reporting issues to improve accounting operations procedures. * Trained 12 new employees on accounting principles and company procedures. * Computed taxes owed by applying prescribed rates, laws and regulations. * Developed and enforced company policy and procedures relating to all phases of human resources activity. * Educated and advised employees on group health plans, voluntary benefits and 401(k) retirement plans. * Developed company personnel policies, standard operating procedures and employee handbooks. * Developed and facilitated all new-hire orientations. * Conducted employment verifications and investigations. * Facilitated the criminal background check process for new hires. * Established and monitored employee pay scales. * Managed the employee rewards programs. |
| 04/2007 – 06/2008dispatcher/csr, metro air conditioning  * Evaluated and adjusted routes to achieve daily objectives. * Watched dispatch board and prioritized calls. * Prepared daily delivery and work schedules to maximize coverage. * Monitored traffic and weather conditions and alerted drivers of potential issues. * Trained, mentored and guided junior employees in proper procedures and daily work performance. * Documented all changes in computer tracking system. * Provided an elevated customer experience to generate a loyal clientele. * Investigated and resolved customer inquiries and complaints in a timely and empathetic manner. * Ensured superior customer experience by addressing customer concerns, demonstrating empathy and resolving problems on the spot. * Built long-term customer relationships and advised customers on purchases and promotions. |

# Education

|  |
| --- |
| Associate of business administration, navarro junior college |