**JILL SILBERT**

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**SUMMARY:**

Results-driven Accounting & Financial Analyst with 15+ years of experience in financial reporting, account reconciliations, profit & loss analysis, and SAP accounting systems. Proven track record in delivering accurate month-end close processes, variance analysis, and compliance reporting across multiple business units. Skilled in identifying cost-saving opportunities, improving financial visibility, and strengthening internal controls. Adept at building strong vendor and stakeholder relationships, streamlining reporting processes with advanced Excel tools (pivot tables, v-lookups), and supporting cross-functional teams. Recognized for adaptability, problem-solving, and a commitment to driving organizational efficiency and financial accuracy.

**EDUCATION**

**Bachelor of Science in Biochemistry / Premed, Minor in English**University of Iowa – Iowa City, IA

**TECHNICAL SKILLS**

* **Accounting & Payroll Systems:** SAP (Accounting & BEST Reconciliation), Peachtree, QuickBooks, Concur, ADP, PayCheque, Administaff
* **Business Software:** Microsoft Office Suite (Word, Excel – Pivot Tables & V-Lookups, PowerPoint, Outlook), LanDesk, Visio
* **Other Tools:** Payroll processing, P-Card management, Expense reporting, Bank reconciliation

**PROFESSIONAL EXPERIENCE**

**Glanbia Business Services – Aurora, IL May 2015 – July 2025**  
**Senior Accounting & Financial Analyst**

* Oversaw vendor freight invoice documentation and reporting, improving cost visibility in logistics operations.
* Reconciled accounts in SAP (AP and AR) to ensure accuracy, prevent discrepancies, and support month-end close activities.
* Produced comprehensive month-end financial reports across multiple business units, including balanced general ledgers, accounts payable aging, and income statements.
* Analyzed profit and loss statements (actual vs. budget), prepared variance explanations, and worked with in-house CPA to support multi-state tax filings and compliance.
* Developed creative, detailed financial reports that improved transparency for business leaders and supported data-driven decision-making.
* Partnered with vendors and internal stakeholders, building strong relationships that improved collaboration and reduced reporting delays.
* Performed bank reconciliations, ensuring accuracy and identifying discrepancies early to strengthen internal controls.
* Managed Concur expense reports, P-Card assignments, and authorization of charges, ensuring compliance with company policy.
* Supported Shared Services by facilitating communication across business units, improving efficiency in inter-departmental workflows.
* Executed and reported 1099s, ensuring adherence to IRS compliance requirements.
* Researched and implemented strategies to recover overpayments and vendor billing errors, saving the company significant expenses.
* Designed and maintained advanced Excel reports (pivot tables, v-lookups) to analyze financial data, track expenses, and streamline reporting processes.
* Produced additional month-end reporting for Concur (expenses) and Wells Fargo procurement cards, consolidating company-wide spending data for management review.
* Monitored and documented company-wide cell phone invoices, verifying accuracy and reducing unnecessary spend.
* Demonstrated a quick aptitude for learning new software systems and procedures, adapting seamlessly to organizational changes.
* Successfully balanced multiple priorities by creating and implementing strategic plans, adjusting to evolving timelines, and meeting reporting deadlines without compromising accuracy.
* Consistently researched and recommended best practices to strengthen reporting, cost-control, and analytical processes.

**ML Group Design & Development (Legacy Healthcare Division) Sept 2013 – Dec 2014**  
**Accounting & Office Manager**

* Managed AP/AR, payroll, and cash flow forecasting.
* Produced month-end reports and journal entries to support management.
* Negotiated with vendors, improving cost-effectiveness and service.

**UOP – A Honeywell Company (via PDS Tech.) Jan 2012 – Apr 2013**  
**Project Accounting & Administrative Analyst**

* Supported projects using SAP, Visio, and scheduling tools.
* Coordinated domestic/international travel and logistics.
* Processed payroll for ~500 employees and supported project reporting.

**INX International Ink Co.** (Contract) **Jan 2008 – Apr 2009**  
**SAP & Procurement Analyst**

* Managed procurement and invoice approvals in SAP.
* Supported IT HelpDesk requests and corporate telecom services.

**The Installation Group – Batavia, IL Jan 2006 – Apr 2007**  
**Accounting & Payroll Manager**

* Oversaw payroll, AP/AR, budgeting, and reconciliations.
* Managed financial reports and import customs documentation.

**Flooring Resources Corporation – Elk Grove Village, IL Mar 2004 – Jan 2006**  
**Accounting Specialist**

* Processed payroll for 200+ employees and managed AP/AR.
* Supported contracts, insurance certificates, and collections.

**Outside Interests/Hobbies**

* Work with PAWS Chicago (rescue shelter)
* Donate time to Northern Illinois Food Bank
* Seamstress (specialty costuming from Renaissance through Fantasy, use QuickBooks to keep track of expenses, sales, etc.)
* Living History (Antebellum Period) during summer months