

Jill K. Jobseeker

Senior Accounting Professional

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GENERAL LEDGER | AUDIT | FINANCIAL REPORTING

Increase accounting efficiencies and deliver superior customer service.

Trusted Accounting Professional offering 15 years of achievements upholding accounting and finance principles, accurately analyzing financial reports, and building sustainable relationships with leadership and vendors. Extensive background in finance, administration, and staff management. Proven success in developing, directing and managing multiple projects and implementing cost-reduction processes and standardized policies and procedures.

Professional Advancement: Promoted 3 times within 15-year tenure due to stellar performance.

Value Offerings:

- Unique and interesting approach to training, creating high-performing employees
- Reconciling complicated balance sheets
- Overseeing multi-company accounting practices
- Building strong banking relationships
- Achieving high accuracy rates
- Streamlining manual processing to electronic systems

Key Strengths:

Cash Control | ACH and Wire Transfer | Bank Statement Reconciliation | Financial Reporting | Multi-Unit Accounting
Employee Training | Performance Management | FRx Report Writer | General Ledger | Balance Sheets | Forecasting
Cash Flow | Profit & Loss (P&L) | Journal Entries | Tax Forms | Audit | Microsoft Office Suite | Microsoft Great Plains

PROFESSIONAL ACCOUNTING EXPERIENCE

Quick Food Corporation – Everywhere, AL

2001–Present

Leading franchisee company for 1,200 Burger Joint franchises and company restaurants in the United States and 29 other countries and US territories worldwide.

MANAGER, FINANCIAL REPORTING (2008–Present)

Secured 3rd promotion since hire date to supervise general ledger staff of 3 full-time accountants and 1 accounting clerk, generating P&L statements for 35 restaurants. Support 6 district managers and 1 area operations director.

- Strengthened internal controls and ensured compliance by spearheading monthly close, reconciliation, and accrual processes and distributing P&L statements to leadership.
- Partnered with senior management to draft cash control and purchasing card policy manuals during launch of paperless purchasing card program for district managers and senior management team at multiple Burger Joint restaurants; reduced processing time 2 days and improved ledger account accuracy.
- Slashed postage fees by collaborating with Accounts Payable to convert vendors to ACH processing, creating discounts for decreasing payment turnaround time 1 week.
- Consistently achieved 90-95% accuracy rate on quarterly reconciliation balance sheet accounts.
- Minimized banking fees and transaction processing time by creating partnerships with key bank officials during consolidation of 30-40 bank accounts.
- Prevented unfavorable annual audit result and improved efficiency by coordinating with independent auditors and current accounting team to introduce electronic posting for daily transactions.
- Generated additional revenue by establishing relationships with several universities, enabling students to use campus meal cards at local Burger Joint restaurants.
- Trained entry-level accountants on bank reconciliation and financial reporting, improving accuracy.

ACCOUNTING SUPERVISOR (2003–2008)

Promoted to direct daily operation of accounts payable, accounts receivable, business licensing, cash receipts, general ledger, and perform cash management and treasury duties for parent company and its subsidiaries. Prepared bank reconciliations, revenue and expenditure variance analysis, capital assets accounting, and audit schedules.

- Produced weekly and monthly financial reports for senior management team, providing analysis of year-end closing and annual audits.
- Coordinated audit procedures with independent accounting firm, ensuring compliance with generally accepted accounting principles.
- Created sales reports for international and internal operators to secure financing.
- Presented monthly sales and cash flow reports to senior management staff for forecasting and continued financing purposes.
- Contributed to e-Pay implementation (credit cards, gift cards, student cards with local universities) for all departmental staff.

GENERAL LEDGER ACCOUNTANT (August 2001–2003)

Supported field operations of Alabama division by performing monthly sales analysis, financial statements, and depository reconciliation. Managed disbursement and balance sheet accounts for forecasting and financing. Prepared sales/use tax returns to ensure compliance.

ACCOUNTS PAYABLE SPECIALIST | Accounting Inc. - Everywhere, AL

1999–2001

A global accounting service company founded in Alabama acquired by Major Accounting Firm in 2002.

Maintained payables and general ledger for over 90 locations nationwide. Coded and entered invoices into AS400 accounting system and routed to proper general ledger accounts. Prepared weekly check run based on aging of payment.

CIVIC AFFILIATIONS

- Member of Kappa Kappa Delta Sorority, Incorporated
 - Audit Committee Chair | 2006–2007
 - Treasurer | 2008–2009
 - Assistant Graduate Advisor | 2010–2011
 - Graduate Advisor | 2012–2013
- ABCDE: Member
- Community Organization: Tax Preparation Volunteer
- Famous Nonprofit Agency: Volunteer

EDUCATION

- **Master of Business Administration in Accounting** | Big University - Anywhere, AL | 2011
- **Bachelor of Science in Accounting** | Little State University - Anywhere, AL | 1999