

JESSICA STANCIK

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OBJECTIVE | Accounting and Marketing professional

WORK EXPERIENCE

Associate Consultant

February 2020 - Present

The LifeKuhl Group, LLC

- › Update weekly timesheets for payroll
- › Maintain company QuickBooks accounts
- › Develop company website
- › Establish social media presence
- › Create marketing materials (brochures, business cards, etc.)
- › Prepare weekly status reports
- › Prepare tax schedules
- › Prepare schedules for financial analysis, including quotes, vendor communications and invoice reconciliations
- › Maintain shared folder structure

Accounting Intern

August 2018 – October 2018

Humane Indiana, Highland, IN

- › Assist with accounting system conversion from Sage Intacct to QuickBooks
- › Vendor, project, class, and customer set up in QuickBooks
- › Reconciliation of beginning balances
- › Creation/use of import and recurring transaction templates using Excel
- › Accounts Receivable: Create invoices and apply payments
- › Accounts Payable: Create purchase orders and apply invoices

Data Entry Temp

August 2018 – October 2018

Humane Indiana, Highland, IN

- › Enter donation information in Raiser's Edge
- › Prepare and send communications to donors
- › Update and maintain accurate constituent records
- › Assist office team with various administrative tasks as needed

VOLUNTEER WORK

Board Member

July 2017 - Present

AshleyCan Pediatric Cancer Foundation

- › Prepare and file federal and state taxes
- › Manage ecommerce and online registration
- › Assume various roles at events (course monitor, photographer, etc.)
- › Assist board president with miscellaneous tasks as needed

COMPUTER SKILLS

Software: Microsoft Excel, QuickBooks, Blackbaud Raiser's Edge
Operating Systems: Macintosh OS X, Windows 10
Internet: Google Chrome, Safari, Internet Explorer

EDUCATION

Bachelor of Science

Spring 2016 – Spring 2018

Lewis University, Romeoville, IL

- › Major: Accounting

