

# PROFILE

## Jessica Steeley

Admin Assistant/Bookkeeper



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### SPECIALTIES

Accounting, Data Entry, Accounts Receivable and Payable

### PROFESSIONAL EXPERIENCE

As the dedicated bookkeeper for Compass Commercial Construction, Jessica oversees comprehensive accounting tasks, including accounts payable and receivable, electronic banking, payroll, and financial reporting. She meticulously prepares customer invoices and conducts bank reconciliations to maintain accurate and up-to-date job files.

With over 12 years of experience in accounting and a specialized focus on the construction industry for more than five years, Jessica brings a wealth of knowledge to her role at Compass Commercial. Prior to joining the team, she served as a staff accountant at Sprint Corporation in Bend for eight years. Jessica's deep expertise in construction accounting positions her well to provide efficient and informed assistance to customers with their accounting inquiries.

### EDUCATION

- B.S. Business Administration - OSU Cascades

### ACCOMPLISHMENTS & ACCOLADES

- Joined Compass Commercial — 2021

### PROFESSIONAL AFFILIATIONS

- Construction Contractors Board (CCB)

