

JACKSON TURNER

Contract Accountant

(123) 456 7899

Los Angeles

www.qwikresume.com

PROFESSIONAL SUMMARY

Results-oriented Contract Accountant with over 10 years of extensive experience in financial reporting, compliance, and process optimization. Expertise in managing accounts payable and receivable while ensuring accurate financial records. Proven ability to enhance operational efficiency and deliver actionable insights that drive organizational success.

WORK EXPERIENCE

Contract Accountant

WidgetWorks Inc.

math Apr/2019-Ongoing

耳 Denver. CO

- 1. Processed cash applications and customer payments using Route Manager software.
- 2. Conducted bank reconciliations for multiple accounts, ensuring accuracy and compliance.
- 3. Managed financial records and ensured compliance with accounting standards and regulations.
- 4. Utilized tax software to prepare individual tax returns for current and prior years.
- 5. Addressed customer inquiries regarding tax issues, scheduling appointments as needed.
- 6. Maintained daily entries in customer accounts, including accounts receivable and payable.
- 7. Managed technical project entries, billing, and completion through project management software.

Staff Payroll Accountant

m Apr/2015-Apr/2019 Thicago, IL

Lakeside Apparel Co

- 1. Oversaw general accounting functions, including accounts payable and payroll processing.
- 2. Processed weekly payroll for approximately 250 employees using ADP payroll services.
- 3. Reviewed and resolved account reconciliations, addressing balancing issues promptly.
- 4. Assisted in establishing compliance policies and procedures within the accounting department.
- 5. Led the general ledger close process, ensuring timely and accurate journal entries and reconciliations.
- 6. Supported internal and external audits by providing necessary documentation and analyses.

SKILLS

Excel Advanced Skills





Podcasts

Language Learning

🎵 Dancing

% Cycling

STRENGTHS

Intuition

👺 Leadership

• Listening

Mentorship

LANGUAGES



English

Arabic

French

EDUCATION

Bachelor of Science in Accounting

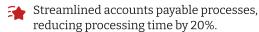
m Apr/2012-Apr/2015

University of Illinois

Thicago, IL

Studied core accounting principles, financial reporting, and auditing practices.

ACHIEVEMENTS



Successfully managed financial audits, resulting in zero discrepancies.