



# JACKSON TURNER

## Contract Accountant

✉ support@qwikresume.com

☎ (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

📅 Apr / 2019 - Ongoing

WidgetWorks Inc.

📍 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

📅 Apr / 2015 - Apr / 2019

Lakeside Apparel Co

📍 Chicago, IL

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.

### EDUCATION

#### Bachelor of Science in Accounting

📅 Apr / 2012 - Apr / 2015

University of Illinois

📍 Chicago, IL

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

### SKILLS

#### Excel Advanced Skills

10

#### Journal Entries

8

#### Reconciliation

8

#### Project Accounting

8

#### Contract Management

9

#### Expense Reporting

10

### INTERESTS

🎧 Podcasts

🗣️ Language Learning

🎵 Dancing

🚴 Cycling

### STRENGTHS

🔮 Intuition

👥 Leadership

🎧 Listening

👤 Mentorship

### LANGUAGES

80%

English

80%

Arabic

80%

French

### ACHIEVEMENTS

★ Streamlined accounts payable processes, reducing processing time by 20%.

★ Successfully managed financial audits, resulting in zero discrepancies.