



JACKSON TURNER

Senior Accounting Assistant

support@qwikresume.com

(123) 456 7899

Los Angeles

www.qwikresume.com

PROFESSIONAL SUMMARY

Dedicated Senior Accounting Assistant with expertise in bookkeeping and financial reporting. Successfully implemented new accounting software, resulting in a 30% reduction in processing time and improved data accuracy for the finance team.

WORK EXPERIENCE

Senior Accounting Assistant

WidgetWorks Inc.

May / 2020-Ongoing

Denver, CO

1. Examined and verified subcontract invoices and correlating purchase orders for processing.
2. Collected and assembled financial information for auditors and staff.
3. Maintained and reconciled an account ledger; balance entries according to records or statements.
4. Interfaced with Contract Officers, Purchasing Agents and Managers for problem resolutions.
5. Constructed corrective actions to reconcile vendor or project accounts through research.
6. Responded daily to issues, inquiries and assistance requested by phone and electronic mail.
7. Responsible for payroll, implementing employee benefits, A/P, Club membership processing, payroll tax deposits, monthly sales, admissions and hospitality tax payments.
8. Handled all workers compensation claims and responsible for all employee personnel records.
9. Worked closely with 100 plus vendors to ensure accuracy of invoices.

Senior Accounting Assistant

Lakeside Apparel Co

May / 2018-May / 2020

Chicago, IL

1. Communication between departments, new processes, and training new employees in accounting.
2. Assisted in the preparation of monthly financial statements, improving reporting accuracy by 15%.
3. Streamlined the reconciliation process, decreasing discrepancies by 30% and enhancing financial accuracy.
4. Implemented a new accounting software system, increasing efficiency in data entry by 40%.

EDUCATION

Bachelor of Science in Accounting

University of Illinois

May / 2016-May / 2018

Seattle, WA

Focused on financial accounting, taxation, and auditing principles.

SKILLS

Microsoft Office

SAP

Team Collaboration

Customer Service

Regulatory Compliance

INTERESTS

Reading

Drawing

Sports Coaching

Community Service

STRENGTHS

Diplomacy

Gratitude

Innovation

Stewardship

LANGUAGES

80%

English

80%

Russian

80%

Arabic

ACHIEVEMENTS

- Streamlined invoice processing, reducing turnaround time by 25%.
- Implemented a new reconciliation process that improved accuracy by 15%.
- Developed a training program for new hires, enhancing team efficiency.