

# JESSE KENDALL

## FORENSIC ACCOUNTANT • LOSS PREVENTION AUDITOR

Talented accounting professional with more than 19 years of experience providing bookkeeping and accounting services as an in-house and a contracted resource. Accomplished auditor proven at recreating critical tax, transaction, and account records after years of neglect. Focused and incisive account manager able to apply expert knowledge of GAAP best practices to completing high workload volumes in fast-paced environments. Leader effective enforcing records and transaction accountability with functional managers. Relationship manager adept at facilitating strong working relationships with vendors, clients, internal staff, and business owners. Proficient in MS Office programs.

Auditing & Fraud Prevention  
Cash & Accrual Accounting  
Inventory Processes  
Payroll and Benefits

GAAP Best Practices  
Financial Statements  
AP/AR/GL  
Payroll & Sales Tax

Relationship Management  
Special Projects  
Purchasing Processes  
Compliance Reporting

## PROFESSIONAL HISTORY

### ABC PROTECTION CORPORATION, Augusta, GA

20xx to Present

**Forensic Accountant:** Manage the financial well-being of a firm specializing in the sales and installation of lightning protection devices. Oversee all AP/AR/GL and payroll processes. Generate monthly and quarterly closings in collaboration with contracted accounting staff. Prepare W-2 and 1099 paperwork. Compile raw data and develop monthly/quarterly periodic reporting used for management decisions and regulatory compliance. Develop and file monthly sales and payroll taxes. Administer the purchase and sales order process, including variance resolution, credit processing, and back orders.

- Improved the processing of monthly financials by applying best practices that reduced turnaround from 30 to 14 days.
- Redesigned the sales and purchase order processes, resulting in an improved audit trail. Eliminated duplicate transaction processing while reducing error rates.

### BCD SECURITY, Augusta, GA

20xx to 20xx

**Forensic Accountant:** Assisted in the creation of divisional accounts payable office following relocation from Pennsylvania. Orchestrated timely and accurate completion of assigned invoices. Delivered training to field representatives on proper A/P procedures. Entered data pertaining to expense and capital labor invoices from assigned inventory. Maintained complete Accounts Payable Oracle data. Explored and resolved vendor invoice issues and problems. Conferred with accounts payable personnel to ensure effective interdepartmental communications.

- Accelerated development of newly hired accounts payable coordinators by delivering training.
- Recognized on five occasions for outstanding customer service and auditing abilities.
- Redesigned division's monthly newsletter by capitalizing on improvement opportunities, conceptualizing layout, and editing content.

## EDUCATION

Bachelor of Business Administration, Accounting Minor • XYZ University, Augusta, GA • 20xx

Associates of Arts Degree • XYZ University, Augusta, GA • 20xx