



JORDAN ATTFIELD

CONTACT

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PROFILE

Motivated and detail-oriented accountant with 9 years experience, my work in both internal and external accounting roles provides a well-rounded skill set of both technical accounting skills and insight into managerial requirements. Extensive knowledge of multiple accounting systems and the property sector. Creative, resourceful and flexible, able to adapt to changing priorities and maintain a positive attitude and strong work ethic.

EDUCATION

BACHELOR OF BUSINESS & COMMERCE
(ACCOUNTING)
Monash University - Melbourne
2013 — 2016

SKILLS

- Highly competent user of Xero, Sage and Quickbooks
- Advanced skills in Microsoft Word, Outlook & Excel
- Strong organisational skills
- Deadline-oriented
- Sharp problem solver
- Exceptional integrity, ethical behaviour and confidentiality
- Motivated team player
- Dependable, friendly, reliable

WORK EXPERIENCE

Accountant

Maid in Sydney / Sydney / 2019 - Current

- Preparing monthly and annual budgets and variance reports
- Payroll – salary processing, superannuation and payroll tax
- Performing reconciliations of accounts
- Maintaining company loan accounts and ensuring the integrity of general ledger accounts
- Preparing profit and loss reports
- Completing day to day financial bookkeeping and accounting duties in an accurate and timely manner.

Accountant

Findex / Sydney / 2018

- Preparation of financial statements and corresponding income tax returns for individuals, trusts, SME and larger corporation returns utilising APS, MYOB Enterprise Solution
- Preparation and lodgement of BAS, IAS and Annual GST returns to assist clientele with compliance obligations.
- Reconciliation of accounts and year end journal adjustments for debtors/creditors, hire purchase schedules and depreciation. Bookkeeping duties and journal processing.
- Identification and calculation of Division 7A loan repayments and interest.
- Liaison with ATO to resolve clients tax issues and communicate with clients on a regular basis to obtain outstanding information and request updates regarding business activity.
- Calculation of Capital Gains Tax for shares and investment properties and application of relevant entity concessions.
- Preparation of references workpapers and adherences to checklists to ensure all duty of care is met.

Accountant

Incorp Property Solutions Group / Sydney / 2016 – 2018

- Preparing monthly and annual budgets and variance reports
- Maintaining company loan accounts and ensuring the integrity of general ledger accounts
- Payroll – salary processing, superannuation and payroll tax

- Performing reconciliations of accounts
- Liasing with project managers to complete job costing and analysing variances
- Preparing profit and loss reports
- Completing day to day financial bookkeeping and accounting duties in an accurate and timely manner.

Accountant

Findex / Albury / 2013 – 2016

- Preparation of financial statements and corresponding income tax returns for individuals, trusts, SME and larger corporation returns utilising APS, MYOB Enterprise Solution
- Preparation and lodgement of BAS, IAS and Annual GST returns to assist clientele with compliance obligations.
- Reconciliation of accounts and year end journal adjustments for debtors/creditors, hire purchase schedules and depreciation. Bookkeeping duties and journal processing.
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REFERENCES

Available on request.