

# JORDAN A. BOND

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website: [jabmaster27.pythonanywhere.com](http://jabmaster27.pythonanywhere.com)

## Summary of Qualifications

**Dedicated and technically skilled business professional motivated to performing generally accepted accounting principles and other job duties with accuracy and consistency.**

## Key Skills

Detail Orientated	Fast paced	Interpersonal Skills
Supervision & Teamwork	100+ Journal Entries Monthly	Reynolds and Reynolds Trained
Computer Data/Entry	Customer Service	Analytical and Problem Solving
Teambuilding/Employee Training	Understanding of GAAP	Record/Store Documents
Trained MS Office	Typing 45 WPM	

## Experience

Winner Ford, Cherry Hill, New Jersey

2014 to 2020

### ***Accounts Receivable***

- Manages 100+ customer accounts and schedules between multiple departments
  - Reviews and post high volume cash receipts and journal entries to reflect operational activity daily
  - Prepares financial reports and financial data using balance sheets and income statements to CFO
  - Discover, analyze, and resolve variances
  - Balances monthly bank reconciliations.
  - Monitors and processes check request, refunds, returns, charge backs, and miscellaneous charges.
  - Account collections
- Achievements:  
Secured \$500,000+ in past due accounts  
Manages 5+ Cashiers

BJs Wholesale Club, Maple Shade, New Jersey

2010 to

2014

### ***Personnel Clerical Associate***

- Managed and edited Employee documents, records, and time clock data
- Generated weekly work schedule and updates
- Tracked weekly payroll figures
- Documented and filed confidential records
- Orientation and process of new hires
- PeopleSoft and Workforce Management

## Education

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***Associate in Science Business Administration***