

JORDAN A. BOND

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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 Present

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

Associate in Science Business Administration