

JENNIFER WRIGHT

CONTACT

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20319 Roslin Ave
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EDUCATION

Associates in Science (AS)
Los Angeles Harbor College
Class of 2015

EXPERIENCE

SAGE GODDESS

Accounting Manager
July 2018 - Current

LUX BUILDERS

Accounting Manager
February 2018 - July 2018

NORIBACHI, INC.

Accounting Assistant
September 2017 - February 2018

CMG INC.

Account and Project Manager
March 2006 - October 2014

BEHRENS AND ASSOCIATES

Company Administrator
June 2003 - March 2006

MCGREW'S ROOFING

Bookkeeper/Office Manager
February 2001 - May 2003

LEINER HEALTH PRODUCTS

Sr. Regional Collections Analyst
September 1997 - February 2001

MODULAR DEVICES, INC.

Executive Assistant
January 1993 - September 1997

SKILLS

- Certified Advanced user of Excel
- Quickbooks Enterprise (Online also)
- As400
- Sage 100
- Adobe
- TaxJar
- Deadline and detail-oriented
- Self Starter
- Bank / Credit Card Reconciliation
- Flexibility to adapt to the needs of the moment

SUMMARY

Driven and personable highly qualified Bookkeeper with extensive knowledge of accounting principles (GAAP). Able to efficiently prepare the complete set of financial statements as well as manage accounts payable and accounts receivable. Competent in maintaining accurate company-wide financial records. Key strengths in planning, problem solving, and customer relations. Proactive approach evident in the implementation of more efficient computerized systems. A dedicated worker focused on improving financial performance with a reputation for confidentiality and integrity.

QUALIFICATIONS

- More than 15 years of accounting and bookkeeping experience
- Reliable to function in a small or medium-sized company environment with a do-whatever-it takes attitude
- Expert organizer
- Recognized for my dedication and the ability to achieve results, making quick and effective decisions in stressful situations
- Steadfast in meeting objectives through use of independent action, prioritization, persistence, and leadership skills
- I have been instrumental in creating new reporting tools
- Ambitious to increase overall company success, possess' good work ethic, trustworthy and resourceful
- Confident Interpersonal skills that allow me to strategically build and maintain profitable business relationships with internal and external individuals at all levels

AREAS OF EXPERTISE

- Manage company-wide accounting and reporting functions
- Consistent management of diversified Accounts Payable/Receivable and expense control procedures including bank and account reconciliation, cash receipts, disbursements, finance charges, billings, invoicing, purchase order/inventory verification, charge-backs, rebates, and preparation of daily bank deposits
- Collaborate extensively with external auditors, providing in-depth assistance with periodic corporate audits
- Responsible for the research account transactions, demonstrating a keen ability to recognize and resolve discrepancies
- Follow through on timely and accurate month-end closings and financial reporting activities
- Negotiate and enforce collections to expedite the clearance on delinquent accounts
- Experienced in all facets/phases of Human Resources-related employee files reflecting salary increases, deductions, garnishments, benefits, payroll exceptions, 1099 processing and W-2 withholdings
- Launched various reporting databases for senior management and board members monthly, quarterly, and annually
- Liaison between Sales, Customer Service, General Accounting, and Customer communication regarding Shipping, delivery and billing issues
- Compile sales data and pay Sales/Use Tax in 39 States Monthly, Quarterly and Yearly depending on the state.
- Able to organize information, people or things in a systematic way; able to establish priorities and meet deadlines

