

Jordan Yeadon

Accounting and Customer Service

Salt Lake City, UT

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801.688.7484

Possesses unique and applicable skill sets in a variety of accounting and administrative-related roles. Excel, Microsoft Office, Payroll processing, Quickbooks, bill.com, Accounts Payable, Accounts Receivable, OFAC Lending practice, Customer Relations, Data-Entry, and more.

A true multi-tasker with enthusiasm for learning new systems and procedures, and implementing efficient results-oriented solutions to everyday problems.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Office Manager / Executive Assistant

9-Lives Media - Salt Lake City, UT

April 2004 to August 2018

In charge of all QuickBooks accounting and data-entry of company accounts payable and receivables, employee payroll, as well as Microsoft Excel and Word proficiency. Manage all accounting and collections processes in accordance with OFAC procedures for the State of Utah.

Provide timely and efficient customer service to existing and new clients via telephone and in person, prepare price quotes based on the individual's needs, and ensure product outcome exceeds the customer's initial desires.

Assist company owner with various clerical-related tasks. Order of supplies, reconciliation of bank accounts, estimated quarterly tax payments etc

Payroll Manager/Accounting Assistant

SEARCH group partners - Salt Lake City, UT

December 2013 to June 2015

Solely responsible for processing and accuracy of payroll for all temporary employees of recruiting firm, utilizing .CSV file implementation into Quickbooks.

Processed involuntary deductions such as levies and garnishments. Extensive Customer Service (go-to support for all payroll related issues, for clients, timecard approvers, internal and external employees. Right-hand to Controller, data entry of AP and AR records into appropriate ledger accounts using bill.com.

Correspond directly with government entities regarding garnishments and levies, unemployment claims and verification of employment, social security compensation, etc.

Correspond directly with employees and clients regarding any/all payroll-related matters, with a strong emphasis on conflict resolution.

Performed a variety of general clerical accounting duties, including but not limited to: data-entry for accounts payable and receivables (bill.com and Quickbooks), projected annual budgets, inventory of assets, and invoice generation.

Branch Manager

STEN financial corp. - Salt Lake City, UT

October 2006 to May 2008

Provided leadership, motivation, supervision, training, and performance evaluations to colleagues. Incorporated an employee bene fit and bonus program to ensure high levels of productivity, morale, and ethics. Responsible for managing daily operations, including: preparing and/or reviewing appropriate ledger entries and reconciliations, maintaining the general ledger system, preparing monthly, quarterly and annual inancial statements. Conducted individual quarterly reviews to help evaluate employees' performance and set attainable goals to reach toward. Compliance of icer: ensured all employees were trained and follow company policy with regard to anti-money laundering and OFAC procedures.

Training Manager

Sten Financial Corporation - Salt Lake City, UT

December 2005 to May 2008

Hired, supervised and trained new employees on customer service, processing new post-dated check and title loans, sales, and completing daily tasks sufficient with company policy. Proficient knowledge of lending processes and loan principles. Check cashing; verification of potential customers' payroll checks and applications to prevent possible fraud and ensure validity of the check. Extensive collections; always within FDCPA regulations. Extensive title loan experience; processed repossession orders and properly disposed of vehicles in default. Understanding of laws and regulations pertaining to title loans, payday loans, check cashing, and collections as necessary under Utah Department of Financial Institutions.

Education

SUNY Jefferson in Business Administration

Watertown, NY

July 2018 to Present

High school or equivalent in Diploma

Woods Cross High School - Woods Cross, UT

Skills

- Office Management (10+ years)
- Accounting
- Accounts Receivable
- Payroll

- credit
- Quickbooks
- Microsoft Office
- Accounts Payable
- Outlook
- Microsoft Word
- MS Office
- Billing
- Excel
- Data Entry
- Filing
- access
- Bookkeeping

Certifications and Licenses

Driver's License

Assessments

Spreadsheets with Microsoft Excel — Highly Proficient

August 2019

Excel knowledge including common tools, PivotTables, conditional & nested formulas, and custom visuals.

Full results: https://share.indeedassessments.com/share_assignment/ipvwzcbkcfmb85

Accounting: Basic Principles — Familiar

August 2019

Measures a candidate's ability to prepare financial records according to federal policies.

Full results: https://share.indeedassessments.com/share_to_profile/198a6392a10386c96c398a9a9076b97aee53dc074545cb7

Accounting Skills: Bookkeeping — Proficient

July 2019

Calculating and determining the accuracy of financial data.

Full results: https://share.indeedassessments.com/share_to_profile/4e03811d97f2ff517f9bf7fc64982565eed53dc074545cb7

Administrative Coordinator — Proficient

July 2019

Analyzing relevant information when solving problems.

Full results: https://share.indeedassessments.com/share_to_profile/1f085b1735e44e87dce2e17a0792d8d3eed53dc074545cb7

Office Manager/Administrative Assistant — Proficient

July 2019

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: https://share.indeedassessments.com/share_to_profile/bee9dca35207a426cb3fbe63bfc3359eed53dc074545cb7

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