



Jordan Lucas

Administrative Assistant Bookkeeper

📞 (312) 555-1234 ✉️ jordan.lucas@email.com

🌐 linkedin.com/in/jordanlucas 📍 123 Main St, Chicago, IL 60601

STRENGTHS

- 👁️ **Attention to Detail**
Consistently recognized for catching errors in financial reports, maintaining integrity throughout records. Acknowledged by management as a reliable resource for catching discrepancies early.
- 💡 **Proactive Problem Solver**
Foster creativity and thorough analyses led to quicker resolutions when billing issues arose. Peers often approached for assistance with challenging situations.
- 🔄 **Adaptable Learner**
Quickly adapted to new accounting software, improving overall department efficiencies after transition. Feedback from leadership highlighted usefulness of new skill set.
- 🗣️ **Strong Communication Skills**
Communicated financial data with clients clearly, improving overall engagement and rapport. Frequently received positive feedback for clarity and professionalism.
- 👥 **Team Collaboration**
Worked closely within cross-functional teams to achieve standardized processes enhancing systems. Often sought out by colleagues for support on complex projects.

SKILLS

Accounts Payable & Receivable

Bank Reconciliation

Financial Reporting

QuickBooks & Excel

Customer Service

Problem Resolution

SUMMARY

Experienced bookkeeping professional committed to maintaining precise financial records and driving operational efficiency. Over three years dedicated to managing accounts payable and receivable, reconciliations, and financial reporting. Adept at supporting teams with effective communication, proactive problem resolution, and organization. Enjoys collaborating with colleagues to tackle challenges and streamline workflows. Demonstrated ability in crafting timely invoices, documenting financial audits, and wielding new technologies to enhance accounting practices. Eager to contribute superior customer service skills and real-world expertise to create a positive impact.

EXPERIENCE

Bookkeeper

Bright Accounting Solutions 📅 June 2023 - Present 📍 Schaumburg, IL

Oversaw accounts payable and receivable processes while enhancing operational accuracy and efficiency. Engaged collaboratively with vendors and team members to resolve discrepancies and ensure timely invoice processing. Managed daily bank account reconciliations and maintained accurate general ledger entries for robust financial reporting.

- Managed payment processes for over 150 vendors with precision and promptness.
- Implemented an invoicing system that minimized errors significantly, leading to improved financial performance.
- Collaborated effectively with external vendors to maintain solid relationships and smooth transactions.
- Assisted in the production of quarterly financial statements for strategic evaluations.
- Conducted regular inventory audits ensuring compliance with internal controls and policies.
- Actively contributed to training initiatives aimed at improving overall team capabilities.

Accounting Assistant

Pinnacle Financial Group 📅 January 2021 - May 2023 📍 Naperville, IL

Supported comprehensive bookkeeping functions by diligently maintaining financial integrity. Fostered strong client relationships through exceptional service delivery and clear communication. Participated in budget planning sessions contributing valuable insights that enhanced departmental strategies.

- Processed vendor invoices and executed timely payments via various methods swiftly.
- Achieved significant customer satisfaction through consistent follow-up and issue resolution.
- Identified discrepancies during monthly reconciliations, implementing corrective measures proactively.
- Assisted in developing annual budgets, aligning with business goals and forecasts.
- Maintained organized procedures for cash flow management and expense monitoring.
- Managed asset documentation meticulously to uphold regulatory standards.

Junior Bookkeeper

Accounting Solutions LLC 📅 May 2020 - December 2020 📍 Aurora, IL

Gained foundational bookkeeping experience by assisting senior staff in various accounting tasks. Developed capacity for fostering clarity in documentation and transaction recording while adhering to compliance standards.

- Recorded financial data using QuickBooks and Excel, ensuring adherence to principles.
- Supported the preparation of monthly reports, aiding analytical efforts for decision-making.
- Engaged collaboratively with clients on inquiries, promoting excellent service standards.
- Enhanced organizational skills through meticulous filing and document management routines.
- Participated in continuous learning opportunities, building proficiency in software tools.
- Facilitated cooperative training sessions with peers and supervisors.

Journal Entries Vendor Relations

Cash Flow Management

Financial Compliance

Client Invoicing Audit Preparation

Inventory Management Data Entry

Budget Planning

Communication Skills

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Bookkeeper at Bright Accounting Solutions (3.1 Years)

● Accounting Assistant at Pinnacle Financial Group (2.3 Years)

● Junior Bookkeeper at Accounting Solutions LLC (7 Months)

PORTFOLIO

Title: Bookkeeping Portfolio
Link: Remote
Description: Showcases bookkeeping projects demonstrating practical applications of accounting principles and software.

LEADERSHIP & AWARDS

- Employee of the Month for January 2023 at Bright Accounting Solutions for exceptional performance.
- Recognized for achieving excellent client satisfaction ratings during annual review at Pinnacle Financial Group.

EDUCATION

Bachelor of Science in Accounting
University of Illinois 🎓 GPA: 3.8 📅 2026 📍 Champaign, IL
Coursework: Financial Management, Tax Accounting, Auditing Principles, Cost Accounting

CERTIFICATIONS

- Certified Bookkeeper 📅 2026
- QuickBooks Certified User 📅 2026

TECHNICAL SKILLS

- **Accounting Software:** QuickBooks, Xero, FreshBooks
- **Spreadsheet Tools:** Microsoft Excel, Google Sheets, LibreOffice Calc
- **Communication Platforms:** Slack, Microsoft Teams, Zoom
- **Reporting Standards:** GAAP, IFRS, ASC
- **Payment Processing:** PayPal, Square, ACH Payments
- **Data Management:** SQL, Access, Data Analysis Tools
- **Project Management Tools:** Asana, Trello, Monday.com
- **Document Management Systems:** DocuSign, Adobe Acrobat, Google Drive
- **Compliance Frameworks:** SOX, PCI DSS, HIPAA
- **Training Platforms:** LinkedIn Learning, Coursera, Khan Academy

PROFESSIONAL AFFILIATIONS

- Member of National Association of Accountants, engaging in continuous education and networking.
- Volunteer treasurer for local non-profit, focusing on community involvement and financial stewardship.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST