






James Turner

Junior Accounting Specialist

Proactive junior accounting assistant with 4 years of experience supporting accounting teams through accurate data entry, account reconciliation, and financial report preparation. Proficient in QuickBooks, budget tracking, and accounts payable invoice processing. Demonstrated commitment to data accuracy and systematic follow-through on financial record maintenance. Eager to grow within an accounting team by contributing reliable, detail-oriented support across all core functions.

CONTACT INFORMATION

-  (123) 456-7890
-  email@example.com
-  Boston, MA

EDUCATION

Bachelor of Business Administration
Accounting, Northeastern University
Boston, MA | December 2019

Relevant Coursework:

Introductory Accounting, Cost Accounting, Financial Statement Analysis, Business Data Management

KEY SKILLS

- Data entry and QuickBooks transaction recording
- Account reconciliation and discrepancy correction
- Budget tracking and variance analysis support
- Financial reporting and expense report preparation
- Accounts payable invoice processing and tracking
- Digital record organization and file management
- Microsoft Excel (formulas, basic pivot tables)

PROFESSIONAL EXPERIENCE

JUNIOR ACCOUNTING ASSISTANT | PIONEER SOLUTIONS, BOSTON, MA MAY 2021 – PRESENT

- Entered financial transactions into QuickBooks for \$1 million in monthly activity, maintaining 100% accuracy across 4 consecutive years with zero correction requests from senior staff
- Reconciled accounts monthly across 12 cost centers, identifying and correcting discrepancies promptly with a consistent 2-day resolution turnaround
- Supported quarterly budget preparation for 4 departments, organizing historical spending data and variance summaries used in planning sessions
- Prepared weekly expense reports for 6 employees, reviewing submissions for policy compliance and flagging variances over 10% for manager review
- Assisted in processing 25+ vendor invoices weekly, maintaining a 98% on-time payment rate and contributing to zero duplicate payment incidents
- Updated and organized digital financial records for 2 fiscal years, improving file accessibility and reducing retrieval time for the accounting team by 25%

ACCOUNTING INTERN | NORTHWAY ACCOUNTING, BOSTON, MA JANUARY 2020 – APRIL 2021

- Assisted in processing invoices and tracking payments for 25+ vendors, maintaining a 96% accuracy rate throughout 15-month internship
- Prepared weekly expense reports for 10-person finance team, ensuring all submissions were formatted correctly and submitted by Friday deadlines
- Updated and organized digital financial records for 18 months of archived data, improving team accessibility and reducing search time by 30%
- Supported senior accountants with general ledger entry reviews, catching 5-8 data entry errors per month before month-end close

CERTIFICATIONS

- QuickBooks Certified User, Intuit, May 2021