

Jessica Luttrell

Certified Bookkeeper

Toccoa, GA

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770-885-8086

Certified Bookkeeper with more than 12 years' experience providing bookkeeping and administrative support.

Seeking a remote bookkeeping position, or a position in or near Toccoa, GA. Willing to consider full-time, part-time, or freelance.

Work Experience

Accounting/HR

Advanced Circuitry International - Duluth, GA October 2017
to March 2018

Duluth, GA

October 2017 to March 2018

- Performed accounting duties including processing weekly payroll, accounts payable, recording customer payments, collections.
- Performed HR functions, including onboarding new employees, tracking employee absences, maintaining employee training records for company's ISO 9001 certification.
- Responsible for ordering all office supplies. Performed other purchasing duties when requested by management.
- Served on company's Safety Committee - recorded minutes for each meeting and sent follow-up communications to committee members.

Bookkeeper

Innovative Circuits, Inc - Alpharetta, GA December 2005 to
October 2017

Performed a range of accounting duties including billing, collections, accounts payable, payroll and backup coverage of the purchasing department.

Implemented the e-mailing of all customer invoices, providing faster invoice delivery and quicker payments.

Other functions include preparing a monthly Sales and Use Tax return, reviewing employee time cards and reporting employees' hours worked to payroll, reconciling monthly bank statements, calculating commission payments to outside sales reps.

When needed, able to process the weekly payroll (via ADP) and to perform purchasing functions (submitting purchase requests to management, creating purchase orders, submitting purchase orders to vendors and following up, verifying & recording receipt of ordered materials, entering materials into inventory system).

Bookkeeper/Administrative Assistant

Charles Greer Lumber Co - Suwanee, GA

August 2005 to January 2006

Responsible for creating invoices in QuickBooks, receiving customer payments, preparing checks, providing payment status to vendors, monthly bank reconciliation, and providing administrative support.

Circulation Assistant

Gwinnett County Public Library - Norcross, GA 2002 to 2004

Performed a variety of customer service duties, in-person and over the telephone, including registering new customers, resolving customer account disputes, and processing library materials. Also responsible for reconciling the cash drawer and submitting a daily Cash Summary Report to the accounting department.

Education

Currently pursuing Bachelor's of Business Administration in Accounting

Georgia Southwestern State University - Americus, GA (anticipate graduating 2023)

Associate's Degree in Accounting

Gwinnett Technical College - Lawrenceville, GA

Skills

- Bookkeeping (10+ years)
- QuickBooks (10+ years)
- QuickBooks Online
- Peachtree
- Peachtree Accounting
- Accounts Payable
- Accounts Receivable
- Payroll
- Bank Reconciliation
- Purchasing
- Microsoft Office
- Microsoft Excel
 - Microsoft Word

Certifications and Licenses

Certified Bookkeeper

March 2015

Certified by the American Institute of Professional Bookkeepers

QuickBooks Online Certified ProAdvisor

June 2021

Assessments

Accounting Skills: Bookkeeping — Expert

August 2019

Calculating and determining the accuracy of financial data.

Full results: [Expert](#)

Principles of Accounting — Highly Proficient

August 2019

Preparing financial records according to federal policies.

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Groups

Member of American Institute of Professional Bookkeepers

2015 - Present