

Scott Carter-Jackson

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Personal Skills

- Clear communicator, approachable team player
- Efficient, methodical, problem solver
- Self-motivated, organized, good planner
- Mathematically inclined
- Quick learner, good memory

Relevant Experience

Accounting:

- All general accounting functions (A/P, A/R, payroll, remittances, statements, invoicing)
- Costing and purchase price variance management of over 200 raw materials
- General accounting support for month- and year-end
- Account analysis and reconciliations
- Various reporting of balance sheet accounts to a US parent company
- Collection of overdue accounts
- In-store credit approvals for new accounts, rentals, and additions to accounts
- Gathering information and invoicing the Ministry of the Environment for the relevant portion of environmental treatment costs

Administrative:

- General office management (organization, ordering and inventory of supplies, support)
- General reception duties; maintenance of membership database

Purchasing, Production:

- Managing inventories and ordering of components; creating and tracking purchase orders
- Expediting PO delivery and researching material for the Materials Manager
- Obtaining quotes for new projects
- Analyzing forecasts for accuracy and requirements of current projects
- Creating and maintaining material master data, Bills of Material and Labour Routing

Other:

- Supervising cash counts
- Design and/or proofreading of promotional materials
- Creating and maintaining spreadsheets for new and existing projects

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Employment History

Chemtura Canada Co./Cie. <i>General Accountant</i>	2005 – 2007
Family and Children's Services of Guelph and Wellington County [Contract] <i>Accounts Payable</i>	2005
Ontario Agri Business Association [Contract] <i>Financial and Special Projects Coordinator</i>	2004 – 2005
Clemmer Steelcraft Technologies Inc. [Contract] <i>Accounting and Purchasing</i>	2004
Dare Foods Ltd. [Contract] <i>Co-packing Coordinator</i> <i>Cost Department</i>	2003-2004 2003 – 2004 2003
Long & McQuade Musical Instruments Ltd. <i>Credit Department</i>	2001-2002
Great Canadian Casino <i>Cage Shift Manager</i>	1997 – 2000

Volunteer Experience

Smithson P.S.: Fundraising, cash reconciliations, deposits

Computer Skills

SAP; Excel (certified); Word; AccPac (DOS and Windows); Simply Accounting; Great Plains Dynamics; IBM AS400; Data entry: 12500 NKPH

Education

Certified General Accountants Association (Current)

Enrolled in the CGA program, 4th level

Microsoft Office Specialist

Certificate of Proficiency in Excel

Ontario Business College

Accounting/Business Administration Diploma, Honours

Hobbies and Interests

Karate

Basketball

Writing and playing music

Instrument restoration and repair (mostly guitar)

Vehicle maintenance (auto and motorcycle)

Electronics