



Jordan Lock

Qualifications Summary

Jordan is an accounting professional bringing over a decade of experience in finance and operations. He has worked in the wholesale and retail industries, while specializing in small business management. His knowledge of day-to-day accounting and bookkeeping operations is combined with his ability to problem solve, think creatively, communicate effectively, and be a reliable team player.

Core Expertise

• Accounts Payable • Accounts Receivable • Bank Reconciliation • Vendor & Client Management • Journaling • Month-End Close • Financial Statement Preparation • Payroll • Cost Accounting • Odd Jobs & Special Projects

Professional History

ASP	Consultant	2023 – Current
Mt Baker Mercantile	Corporate Accountant	2018 – Current
Light in the Attic Records	Accountant	2016 – 2018
ITC Accessories	Accounting & Operations Manager	2013 – 2016
Jamtown, LLC	Sales & Operations Manager	2008 – 2013

Accomplishments

- At Jamtown, focused on all the granular details of a small but mighty Fair Trade music business so that the owner could dream big, travel to meet suppliers and build his local presence as a music teacher. Helped people in developing nations across the world and families here in our community through music.
- At ITC, stepped in to run the operations and bookkeeping for a very entrepreneurial manager, and helped to guide ITC through incredible growth in 3 years, from factored AR to a six-figure LOC from the bank.
- At ITC, developed and cultivated new key vendor relationships, saving time and more than \$10k switching logistics providers.
- At Light in the Attic, supported the dream of rock & roll and functioned as a model and mentor for the creative yet inexperienced staff. In addition to full-service bookkeeping, helped to clean up the royalty management department and set up the accounting process for music licensing, which proved to be a valuable, high-margin segment with lots of growth.
- At Mt Baker Mercantile, managed all aspects of the finance department, including a small back office of accountants. Managed AP/AR, reconciliations, journaling and financial statement preparation. Stewardship of the accounting department provided stability, accurate information, and timely contributions that kept the company surviving and thriving.

Education / Licenses

- Certificate of Accountancy, Foster School of Business, University of Washington, WA
- Bachelor of Arts, The Evergreen State College, Olympia, WA

Software

- Excel • QuickBooks Enterprise / Pro / Desktop • QuickBooks Online • Bill.com • Outlook • Adobe Acrobat • Photoshop