
Accounting Volunteer Resume

Job Objective

Looking forward to work as Accounting Volunteer for your great organization.

Highlights of Qualifications:

- Strong experience in volunteering financial accounting activities
 - Sound knowledge of accounting best practices
 - Profound knowledge of bookkeeping principles
 - Familiarity with financial analysis operations
 - Proficient with Microsoft Word, Excel, Outlook and PowerPoint
 - Skilled in customer service activities
 - Ability to resolve financial ambiguities
 - Ability to perform accounting operations independently and in a team environment
-

Professional Experience:

Accounting Volunteer
Catholic Health Services, Garland, TX
August 2007 – Present

- Coordinated with Financial Controller in financial forecasting and modeling operations.
- Implemented cost control initiatives based on revenue and expenditure trends.
- Maintained documentations for all accounting transactions.
- Verified invoices and managed inventory of invoices and contracts.
- Reviewed and authorized expense records.
- Managed bank accounts and reconciliations.
- Assisted in budget preparation activities.
- Developed and enforced accounting policies.

Accounting Volunteer
Ponca City Medical Center, Garland, TX
May 2004 – July 2007

- Developed financial accounting procedures for the organization.
 - Performed budget assessment survey for all departments.
 - Developed annual budgets and controlled expenditures.
 - Reviewed and recommended improvements to financial guidelines.
 - Monitored monthly cash flow and maintained invoices for incoming cash.
 - Worked with Auditors in financial audit operations.
-

Education:

Bachelor's Degree in Accounting
San Joaquin Delta College, Stockton, CA

[Build your Resume Now](#)