
Bookkeeping Volunteer Resume

Job Objective

To obtain Bookkeeping Volunteer position where my years of experience and training can be helpful to the organization.

Highlights of Qualifications:

- Strong experience in performing bookkeeping activities
 - Wide knowledge of accounting transactions and bookkeeping
 - Working knowledge of QuickBooks and MS Office Suite
 - Familiarity with account payables and receivables
 - Strong knowledge of natural flow of accounting transactions
 - Proficient with general ledger transactions
 - Ability to process multi-state payroll, generate invoices, and perform general ledger transactions
 - Ability to perform bookkeeping independently and as a team
 - Ability to develop bookkeeping practices
 - Ability to resolve any problems
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Professional Experience:

Bookkeeping Volunteer
Leukemia & Lymphoma Society, Washington, TX
August 2007 – Present

- Managed financial transactions and reconciliations.
- Recorded revenue and expenses in accounting database.
- Prepared periodic and ad-hoc financial reports for management.
- Adhered to accounting policies and procedures.
- Prepared expense and inventory reports.
- Developed profit and loss statements.
- Managed expenditures within assigned budgets.
- Managed accounts payable and receivable operations.

Bookkeeping Volunteer
Cedars-Sinai Medical Center, Washington, TX
May 2004 – July 2007

- Managed vendor contracts and communications.
 - Coordinated with Directors in making critical financial decisions.
 - Assisted in financial audit activities.
 - Implemented fiscal procedures to meet organization's goals.
 - Performed general ledger duties.
 - Verified and maintained invoices.
 - Addressed any issues related to bookkeeping procedures.
 - Reviewed and recommended improvements to financial systems.
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Education:

Bachelor's Degree in Accounting
De Anza College, Cupertino, CA

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