
Church Accountant Resume

Job Objective

To secure the position of Church Accountant that will allow me to utilize acquired skills and experience.

Highlights of Qualifications:

- Knowledge of generally accepted accounting principles (GAAP)
 - Attention to detail and precision in account reconciliation and report generation
 - Ability to maintain good interpersonal relationships, teamwork and support of church ministries
 - Great ability to keep confidentiality of all account records related to church and staff members
 - Proficient in Word and Excel, and specific fund-based accounting software
 - Trustworthy individual with strong ethics and integrity
 - Strong Analytical, problem solving and organization skills
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Professional Experience:

Church Accountant, August 2005 – Present
Daniel, Chatsworth, CA

- Obtained and recorded pledges made during the annual stewardship drive.
- Ensured to enter weekly contributions to the general fund, building fund, special funds, and donor designated funds.
- Ensured to keep confidential all financial contribution information.
- Registered all bills submitted for defrayment, issued checks and submitted to the financial officer for signature.
- Balanced checking and investment accounts, and reconciled with financial officer for approval.

Church Accountant, May 2000 – July 2005
David, Chatsworth, CA

- Submitted an inventory of all checks to church treasurer and administrator.
 - Prepared reports for church committee and ministry teams on monthly basis.
 - Processed biweekly payroll and yearly budget draft for review and adoption by the church board.
 - Assigned to develop and modify accounting systems.
 - Notified organization about problems in resource operation, tax policies and budget forecasts.
 - Assisted the personnel performing yearly audit.
 - Prepared year-end financial reports for annual meeting.
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Education:

Associate Degree in Chartered Accounting, Rider University, Lawrenceville, NJc

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