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## Church Bookkeeper Resume

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### Job Objective

Highly motivated and resourceful Church Bookkeeper with strong accounting skills looking to find employment within the accounting field.

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### Highlights of Qualifications:

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- Exceptional experience in managing database software
  - Deep knowledge of internet browsers
  - Huge knowledge of church equipments and operations
  - Remarkable ability to check invoices within timeframe
  - Outstanding ability to maintain various files on computer
  - Ability to maintain confidentiality of information
  - Ability to multitask and prioritize activities as per timeframe
  - Familiarity with Quickbooks for coding and bill paying
  - Ability to reconcile petty cash receipts
  - Ability to process financial mail, invoices and statements
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### Professional Experience:

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Church Bookkeeper  
Federated Church, Cambridge, MA  
August 2007 – Present

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### Responsibilities:

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- Performed various bookkeeping functions for church as processing check requisitions.
  - Assisted in all financial transfers and facilitate adjustments if required.
  - Reconciled receipts for petty cash and processed account payable invoices.
  - Maintained record of individual contributions and tuition.
  - Prepared reports for all payroll taxes and submitted all forms.
  - Managed and stored permanent records from last year carefully.
  - Performed research on all data to prepare church budget.
  - Distributed annual income appropriately in expense reports.
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Church Bookkeeper  
Berkeley Hills Lutheran Church, Cambridge, MA  
May 2004 – July 2007

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### Responsibilities:

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- Prepared summary for treasurer for all expenses for month.
  - Evaluated online payments of parish obligations to ensure accuracy.
  - Prepared checks to be signed by church officials before mailing.
  - Developed payroll on monthly and quarterly basis.
  - Prepared and maintain accuracy of all time cards for non clergy staff members.
  - Maintained records of financial contributions in church database.
  - Assisted to handle cash receipts and manage all cash disbursement.
  - Maintained records of all donations and sent contribution letters to patrons.
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### Education:

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Bachelor's Degree in Accounting  
McKendree College, Lebanon, IL

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