
Church Bookkeeper Resume

Job Objective

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

Highlights of Qualifications:

- 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:

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

Responsibilities:

- 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

Responsibilities:

- 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:

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

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