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## Freelance Bookkeeper Resume

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### Job Objective

A multitasked and experienced Freelance Bookkeeper looking for a position within a well established organization.

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### Highlights of Qualifications:

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- Exceptional experience in performing all bookkeeping functions as freelancer
  - Immense knowledge of accounting software
  - Sound knowledge of accounting practices and procedures
  - Remarkable ability to maintain records on computer
  - Outstanding ability to maintain accuracy for all projects
  - Ability to prepare and manage spreadsheets
  - Ability to work without supervision
  - Solid understanding of general bookkeeping processes
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### Professional Experience:

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Freelance Bookkeeper  
Evriholder Products, LLC, Fayetteville, NC  
August 2007 – Present

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### Responsibilities:

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- Maintained records of all income through invoices and sales receipts.
- Managed and recorded all credit card charges for debit and credit card.
- Assisted to reconcile all loan accounts for bank accounts.
- Prepared reports for payroll and processed it on monthly basis.
- Provided cheques and payments to suppliers as per requirement.
- Performed all bookkeeping functions such as entering invoices and accounts.
- Monitored ongoing cash flow for organization.
- Developed key financial data to facilitate performance.

Freelance Bookkeeper  
Phoenix Services, Inc, Fayetteville, NC  
May 2004 – July 2007

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### Responsibilities:

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- Monitored all office vendor contracts and check issues.
  - Prepared invoices and evaluated payments to maintain accuracy.
  - Assisted in reconciliations of bank statements on monthly basis.
  - Developed budget and prepare financial reports for forecasts.
  - Administered various bookkeeping procedures for organization.
  - Prepared tax returns and filings in coordination with CPA.
  - Organized various corporation documents and files.
  - Maintained general ledger and provide journal entries.
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### Education:

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Bachelor's Degree in Accounting  
Molloy College, Rockville Centre, NY

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