
Full Charge Bookkeeper Resume

Job Objective

Full Charge Bookkeeper with strong accounting skills and experience seeking a job which offers opportunities for growth.

Highlights of Qualifications:

- Admirable experience in corporate data processing for bookkeeping functions
- Sound knowledge of double entry accounting processes
- Profound knowledge of financial statements and journal entries
- Exceptional ability to work in fast pace environment
- Remarkable ability to coordinate with various clients
- Ability to complete projects within deadline
- Proficient with Microsoft Office applications and QuickBooks
- Familiarity with FAR and CAS requirements and DCAA compliance
- Good understanding of FAR and CAS requirements

Professional Experience:

Full Charge Bookkeeper
Five 9 Group, Inc., Willits, CA
August 2007 – Present

Responsibilities:

- Administered processing of financial data in Quickbooks.
- Assisted to reconcile all bank statements and client data.
- Provided assistance to clients to use accounting data and perform transactions.
- Evaluated accounting data for clients and make corrections.
- Performed all calculation for payroll checks and ensure accuracy.
- Prepared federal and state income tax returns for clients.
- Maintained books for all bank transactions for organization.
- Performed audit on pension plans as per census reports.

Full Charge Bookkeeper
Environmental Soil Management, Inc., Willits, CA
May 2004 – July 2007

Responsibilities:

- Administered all bookkeeping processes on everyday basis.
- Assisted to reconcile all company accounts for processes.
- Developed financial analysis reports for stockholders.
- Coordinated with auditors and external accountants for processes.
- Provide support to various financial processes and procedures.
- Ensured compliance to company policies and GAAP.
- Prepared reports and submitted it to General Manager.
- Analyzed business processes and recommended improvements.

Education:

Bachelor's Degree in Finance
Ozarka College, Melbourne, AR

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