
School Bookkeeper Resume

Job Objective

Dedicated and skilled School Bookkeeper seeking a challenging and rewarding position where I can add value and aid in the growth of the company.

Highlights of Qualifications:

- Admirable experience in maintaining financial record for schools
 - Sound knowledge of account record keeping
 - Profound knowledge of bookkeeping principles and procedures
 - Exceptional ability to comply to all regulations and technical procedures
 - Remarkable ability to maintain accuracy of record keeping system
 - Ability to perform basic arithmetic in processes
 - Proficient with various MS Office programs
 - Ability to provide support to all bookkeeping activities
 - Ability to make calculations quickly and accurately
 - Ability to establish and maintain accurate financial summaries
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Professional Experience:

School Bookkeeper
Modesto City Schools, Brockton, MA
August 2007 – Present

Responsibilities:

- Maintained records of all journal and ledger entries.
- Prepared financial records and processed any special transactions.
- Assembled and performed audit on various financial data for organization.
- Administered collection and deposits for accounts from all sources.
- Analyzed various reports for all student accounts.
- Assisted to reconcile bank accounts in coordination with staff members.
- Evaluated invoices and provided disbursement orders for various payments.
- Developed documents for record keeping functions for schools.

School Bookkeeper
Benton Harbor Charter School, Brockton, MA
May 2004 – July 2007

Responsibilities:

- Prepared financial reports for school on monthly basis.
 - Reconciled all bank accounts on regular basis.
 - Administered bookkeeping entries for bank accounts.
 - Maintained record of account receivables and payables.
 - Developed financial documents in coordination with school administrator.
 - Supervised tuition management system for schools.
 - Managed and resolve any issues related to billing.
 - Assisted to collate information for delinquent tuition and fees.
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Education:

Bachelor's Degree in Finance
Simpson University, Redding, CA

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