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## Volunteer Accountant Resume

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### Job Objective

To obtain a Volunteer Accountant position that will promote growth, stability and opportunity for advancement.

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### Highlights of Qualifications:

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- Certified Public Accountant with experience in nongovernmental and nonprofit organization
  - Strong knowledge of business, accounting and cost control principles
  - Good understanding of federal and state financial policy
  - Amazing ability to work in a multicultural surroundings
  - Skilled in utilizing financial and accounting software applications like Quickbooks
  - Superb accounting and bookkeeping skills
  - Exceptional ability to analyze and prepare financial reports and accounts
  - Proficiency in Microsoft Office applications especially Excel and Access
  - Excellent verbal and written communication skills
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### Professional Experience:

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Volunteer Accountant, August 2005 – Present  
Breaking Ground, Williford, IN

- Monitored book keeping methods and assisted closing books at the end of each year.
  - Analyzed financial records and estimated financial and budget requirements.
  - Evaluated organizational need for procurement of funds and investment of surplus (when applicable).
  - Initiated and coordinated the implementation of accounting and related procedures.
  - Analyzed and reexamined budgets and accounts for local, state, central and private funding contracts.
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### Education:

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Bachelor's Degree in Accounting, Florida Atlantic University, Boca Raton, FL

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