Bookkeeper Job Description For Resume

John Doe

[Your Address]

[City, State, Zip]

[Your Email]

[Your Phone Number]

Objective

Detail-oriented and meticulous professional with over 5 years of experience in bookkeeping, aiming to leverage accounting expertise and analytical skills to contribute to the financial efficiency of [Company Name].

Professional Experience

Senior Bookkeeper

[Company Name], [City, State]

[Month, Year] – Present

- Maintain accurate financial records and ledgers for a business with annual revenue of over $3 million.
- Handle all aspects of accounts payable and receivable, ensuring timely processing and compliance with financial policies.
- Conduct monthly bank reconciliations and prepare detailed financial reports to assist management in decision-making processes.
- Implement a streamlined invoicing system that reduced processing time by 30%, enhancing operational efficiency.

- Oversee payroll functions for 50+ employees, including tax deductions, benefits, and year-end tax form preparations.
- Assist with budget preparation and track expenses to ensure alignment with allocated funds.

Bookkeeper

[Previous Company Name], [City, State]

[Month, Year] – [Month, Year]

- Managed daily entries of financial transactions into database systems, maintaining accuracy and consistency across accounts.
- Prepared and submitted weekly and monthly financial summaries and expenditures reports to management.
- Coordinated the preparation of annual audits and liaised with auditors to provide required documentation and explanations.
- Improved invoice handling procedures, which reduced overdue accounts by 40%.
- Utilized accounting software (e.g., QuickBooks, Sage 50) to handle financial processing, improving reporting efficiency.

Education

Associate of Science in Accounting

[Your College Name], [City, State]

[Month, Year] of Graduation

Skills

- Proficient in QuickBooks, Microsoft Excel, and Sage 50
- Strong understanding of GAAP and financial principles
- Excellent attention to detail with the ability to spot numerical errors
- Good organizational and time management skills
- Effective communication and interpersonal skills