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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