
Bank Bookkeeper Resume

Job Objective

Dedicated and skilled Bank 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 performing bookkeeping activities such as bank reconciliations
 - Sound knowledge of financial institution processes
 - Profound knowledge of clerical procedures and systems
 - Good understanding of A/R, A/P, bank reconciliations and journal entries
 - Exceptional ability to resolve all issues baking procedures
 - Familiarity with federal banking compliances regulations, and other Bank operational policies
 - Remarkable ability to achieve financial objectives
 - Ability to communicate with customers
 - Ability to multi task and prioritize it as required
 - Proficient with Microsoft Office Suite applications
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Professional Experience:

Bank Bookkeeper
Citizens Bank, Atlanta, GA
August 2007 – Present

Responsibilities:

- Administered everyday operations of bookkeeping departments.
- Performed various routine calculations to analyze financial data efficiently.
- Assisted department for all activities such as reconciliations.
- Monitored processing of all incoming and outgoing wire transfers.
- Prepared documents for transactions and ensure accuracy.
- Managed balance of various items and resolve issues.
- Prepared reports on monthly, quarterly and annual basis.
- Scheduled reports and maintain accuracy of all data.

Bank Bookkeeper
The People Bank, Atlanta, GA
May 2004 – July 2007

Responsibilities:

- Administered everyday activities and called various overdue accounts.
 - Coordinated with outside accounting form for bookkeeping activities.
 - Assisted to balance all debits and credits for all accounts.
 - Scheduled activities and prepared all statements.
 - Provided assistance to customers to resolve all bookkeeping issues.
 - Ensured compliance to all internal procedures for transactions.
 - Assisted to processing all deposits for customers and internet banking files.
 - Resolved all issues over phone for customers.
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Education:

Bachelor's Degree in Finance
Swarthmore College, Swarthmore, PA

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