**Garth M. Vance**

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**Career Objective:**

Looking for a church accountant position with the “The Church of Jesus Christ,” to use my accounting skills in managing accounting business of the church and supervising the church staff.

**Summary of Skills:**

* Experienced and knowledgeable in applying generally accepted fundamental accounting principles (GAAP)
* Expert in handling daily bookkeeping activities and preparing financial statement
* Skilled in preparing budget and developing separate funds to be used for the growth of the church
* Ability to work with latest accounting software and MS Office suite
* Skilled in maintaining records of the daily activities of the church
* Ability to organize and monitor special church events

**Work Experience:**

Church Accountant

Christ Church, Waco, TX

October 2014 - Present

* Preparing and entering contributions to specific fund accounts such as general fund, building funds, and charity fund
* Handling bookkeeping activities and maintaining confidentiality of information
* Sending acknowledgement letters, and emails to donors appreciating their contributions
* Collecting, compiling, and verifying supporting documents and reconciling balance sheet
* Handling payroll process on a fortnightly basis and preparing monthly payroll tax forms
* Depositing cash and check in bank and preparing annual budget draft

Church Accountant

St. Mary's CHurch, Waco, TX

February 2013 - September 2014

* Prepared annual financial reports and mailed a copy of the same to all the donors and church members
* Collected and entered invoices in the accounting system and issues payment to vendors and service providers
* Reconciled balance sheet and submitted for review to treasurer
* Collected and maintained records of the pledges taken during annual stewardship drive
* Ensured all invoices and liabilities incurred by the church are cleared in timely manner
* Reviewed, checked, and approved special requests put forward by the church staff

**Education**:

* Bachelor's Degree in Accounting  
  ABC University, Waco, TX  
  2012

**Reference:**

On request.