**Harold C. Garner**

2381 Sunny Glen Lane

Cleveland, OH 44114

Phone: 216-849-3692

Email: hcgarner@anymail.com

**Career Objective:**

Looking for a volunteer accountant job at a non-profit organization that can provide me opportunities to explore my accounting skills and handle accounting functions.

**Summary of Skills:**

* Considerable experience of working as an accountant in a nonprofit organization
* Profound knowledge of the market trends, business and cost control principles
* Excellent understanding of the federal and state financial policies and that of the legislation that governs the financial fields
* Ability to adjust with any kind of surroundings due to professional approach towards the job
* High level of proficiency in operating relevant software used in accounting like Vision 5.1 Software and Quick books

**Work Experience:**

Volunteer Accountant

Ray of Hope Foundation, Cleveland, OH

October 2014 - Present

* Preparing annual budget of the organization and keeping track of revenue and expenses
* Preparing financial statements for the organization on monthly and quarterly basis
* Keeping abreast with the latest standard book keeping methods and making the necessary changes in the existing format
* Suggesting cost-effective initiatives to the management so that more revenue could be generated
* Taking stock of the fund procurement needs of the organization
* Enlisting the names and contact details of the possible donors and patrons for the organization

Volunteer Accountant

Helping Hands Group, Cleveland, OH

July 2013 - September 2014

* Handled assigned funds with great responsibility and dexterity
* Prepared and adjusted entries for monthly journals
* Reconciled discrepancies in the accounts payable and project funds
* Prepared and updated monthly, and quarterly financial reports
* Assisted in improving reputation of the Group and collecting funds

**Education:**

* Bachelor's Degree in Accounting
ABC College, Cleveland, OH
2013

**Reference:**

On request.