

Dawn Martin

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PROFESSIONAL SUMMARY

Certified bookkeeper with over 15 years of experience in financial and administrative positions in faith-based non-profit organizations and small business settings. Detail-oriented and skilled in accounting procedures to implement workflow with accuracy and efficiency. Experienced in maintaining reliable documentation to ensure the integrity of an entity's financial position and regulatory compliance.

EXPERIENCE:

Bookkeeper

Global News Alliance

Christian News and Information Institute, Inc

March 2022-Current

- Provide remote bookkeeping services and administrative support through accounts receivable, accounts payable, account reconciliation, reporting, period-end close and oversight of donor records utilizing QuickBooks Online Plus, MS Office 365 and HubSpot CRM.
- Ensure full compliance with all federal, state and local tax filings, and nonprofit regulatory requirements for 501(c)(3) organizations.
- Work in close coordination with CEO, Board of Directors and CNII team to support ministry goals.
- Provide courteous and friendly service to donors and ministry participants with complete integrity and confidentiality.

Registrar/Admissions Director

Faith Bible College, Norfolk, VA

July 2020-July 2025

- Directed the student admissions and registration process while managing each student's progress from application to graduation.
- Maintained the integrity of academic records, admission statistics, enrollment statistics, transcripts, honors, graduation, and class rosters for current and previous academic terms.
- Ensured student and curricular records, data systems, and documentation are accurate, current, and secure.
- Administered the academic component of the student information system (Populi) in consultation with the Academic Dean and President to maintain current courses and curriculum.
- Facilitated the development, coordination and implementation of curricular and academic policies in cooperation with the Academic Dean and President.

Financial Secretary/Administrative Assistant**Indian River Baptist Church, Chesapeake, VA****June 2010-June 2021**

- Provided full-charge bookkeeping services for the church through managing weekly bank deposits, accurately maintaining contribution records, accounts payable, reimbursements and account reconciliations utilizing QuickBooks Desktop, Power Church Plus and MS Office.
- Accurately managed and disbursed staff payroll, employer tax deposit filings, annual payroll reconciliation, W-2 preparation, state and federal employer tax form filings
- Prepared monthly financial statements, assisted in annual budget preparation and annual audit.
- Implemented data management practices to improve workplace efficiency and streamline administrative tasks.
- Ensured confidentiality of all financial information with discretion and integrity.
- Proficiently maintained administrative records and information for church ministry, membership, and correspondence.
- Coordinated communication of church programs and ministries for pastor, church leadership, committees and members through printed and electronic means.

Finance Manager**Young Musicians of Virginia****June 2009-June 2013**

- Provided full-charge bookkeeping services for non-profit educational music and academic support program through accurate and detailed accounts receivable and accounts payable management, tuition invoicing, payroll preparation and disbursement for faculty and staff utilizing QuickBooks Online and MS Office.
- Ensured full compliance for all federal, state and local tax filings, and nonprofit regulatory requirements for 501(c)(3) organizations.
- Worked in close coordination with the Executive Director and staff to support program goals.
- Provided courteous and friendly service to program participants and families with utmost integrity and confidentiality.

Co-Owner**Martin's Professional Lawn Care, Inc.****March 1984-October 2013**

- Provided full-charge bookkeeping services including payroll and employer tax filings while maintaining compliance with federal, state and local regulations for S-corporations.
- Maintained accurate customer service records, managed accounts receivable invoicing, customer payment posting, accounts payable, bank deposits and accounts reconciliation utilizing QuickBooks Desktop.
- Provided excellent customer service through phone communications and messaging for customers requesting landscaping services.

STRENGTHS AND ABILITIES

- Strong organizational and problem-solving abilities
- Takes initiative and works well independently
- Excellent interpersonal and communication skills in person, by phone and email.
- Works well in collaboration with leadership, supervisors and co-workers
- Pro-active and accountable in facing challenges
- Demonstrates strong work ethic and commitment to ministry and program goals
- Proficient in data management, filing, and record keeping both electronic and hard copy
- Maintains confidentiality of customer and business information with utmost integrity
- Proficient in QuickBooks Online and MS Office 365
- Experienced in HubSpot CRM, Planning Center, Power Church Plus and Asana

EDUCATION

- Certified Bookkeeper Designation 2011- American Institute of Professional Bookkeepers (AIPB)
- AIPB Continuing Professional Education 2011-present
- Intuit QuickBooks Pro Advisor Certification Level 1 and Level 2
- Commonwealth of Virginia Notary
- Associate's Degree in Biblical Studies - Faith Bible College 2024

REFERENCES

Professional References:

Mr. Stan Jeter, CEO
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Christian News and Information Institute, Inc.
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Dr. Kevin Newman
President, Faith Bible College (Retired)
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