1. Identified [Type] system errors and applied established company policies and procedures to resolve issues.
2. Prepared quarterly balance sheet reconciliations to obtain accurate picture of organization's financial situation.
3. Managed accounting system using Wave Accounting inventory software to enhance reporting and organizational analysis.
4. Prepared [Type] and [Type] schedules for year-end audits to comply with accounting standards.
5. Analyzed trends and monitored customer behaviors to serve as predictors for future marketplace actions.
6. Maintained strict client confidentiality in personal, telephone and email interactions to comply with preset standards and regulations.
7. Invoiced customers for purchases of goods and services to adhere to accounting standards and generate revenues.
8. Accomplished [Type] cost analysis to discover inconsistencies between product sales targets and actual product sales figures.
9. Reconciled accounts and resolved both internal variances and discrepancies in external documentation.
10. Researched billing and invoice problems and resolved issues in compliance with established standards.
11. Delivered [Timeframe] reports to company leaders focusing on financial accounting, cost accounting and sales data to guarantee that organizational objectives aligned with daily operations management.
12. Organized [Type] and [Type] financial statements and assessed cash activities to verify proper usage of organizational funds.
13. Posted customer payments into general ledger to create data for [Type] accounting statements.
14. Filed [Type] tax returns, remittance statements and payroll deductions promptly to conform to predetermined standards.
15. Assisted Director of Finance and Controller with [Type] and [Type] special projects to obtain additional decision-making data.
16. Analyzed financial data derived from multiple reporting systems to develop recommendations for operational and performance improvements.
17. Matched purchase orders with invoices and recorded necessary information.
18. Entered [Type] account information and maintained accounts database to comply with generally accepted accounting standards.
19. Developed monthly, quarterly and annual profit and loss statements and balance sheets.
20. Tracked financial progress by creating quarterly and yearly balance sheets.