1. Created plans with [Job title] to remedy financial discrepancies and reconcile issues with [Type] records.
2. Reconciled all company accounts, including credit cards, employee expenses and commissions.
3. Investigated daily variances uncovered with [Type] and [Type] reports and corrected errors to resolve discrepancies.
4. Completed bi-weekly payroll for company employees, including calculating taxes, vacation and sick time.
5. Applied mathematical abilities on daily basis to calculate and check figures in all areas of accounting systems.
6. Stayed on top of applicable federal and state requirements to minimize legal and financial risks.
7. Applied proper codes to invoices, files and receipts to keep records organized and easily searchable.
8. Organized budget documentation and tracked expenses to maintain tight business controls.
9. Transferred data and [Type] documents during migration from [Software] to [Software].
10. Maintained accurate and complete documentation for all financial department procedures.
11. Compiled budget figures by reviewing past budgets, evaluating estimated income and assessing expenses.
12. Processed payroll for approximately [Number] total employees.
13. Assessed data and information to verify entry, calculation and billing code accuracy.
14. Tracked [Type] business revenue and costs with [Software], diligently reconciling accounts to maintain high accuracy.
15. Reviewed general ledger entries and assessed accuracy.
16. Worked closely with bankers to prepare [Type] paperwork for [Task] with accuracy and speed.
17. Supervised daily bookkeeping operations with attention to accounts receivable, accounts payable, banking reconciliation and disbursements.
18. Communicated with suppliers to reconcile invoice payments.
19. Entered figures using 10-key calculator to compute data quickly.
20. Balanced reports to submit for approval and verification.
21. Completed financial reports to inform managers and stakeholders.
22. Evaluated employee expense reports and verified accuracy.
23. Streamlined [Task] by implementing [Type] program to increase support for [Job title].
24. Assisted management with finalization of annual expense plans.
25. Reconciled account information and reported figures in general ledger by comparing to bank account statement each month.
26. Directed clients to appropriate accountants, answered phone calls and replied to office emails for excellent customer service.
27. Created detailed commission reports for clients and dealers both weekly and monthly.
28. Achieved [Result] through effectively helping [Job title] with [Task].
29. Achieved [Result] by quickly and efficiently reviewing company purchase documents and receipts.