1. Completed bi-weekly payroll for company employees, including calculating taxes, vacation and sick time.
2. Applied mathematical abilities on daily basis to calculate and check figures in all areas of accounting systems.
3. Assessed data and information to verify entry, calculation and billing code accuracy.
4. Reached out to vendors and customers to verify information and follow up on client issues.
5. Generated and submitted invoices based upon established accounts receivable schedules and terms.
6. Prepared month-end closing entries for detailed reporting and recordkeeping.
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. Processed invoices and journal entries with efficiency and accuracy, resulting in decreased discrepancies.
10. Reviewed and processed client payments, including electronic payments and check deposits.
11. Compiled budget figures by reviewing past budgets, evaluating estimated income and assessing expenses.
12. Reviewed account discrepancies and proposed courses of action to minimize losses.
13. Sorted financial documents, coded accounting entries for data processing and posted daily receipts and payments.
14. Matched purchase orders with invoices and recorded necessary information.
15. Oversaw accounts and financial reporting for over [Number] clients.
16. Contributed to development of office operations manual and improved accounting procedures by implementing accounting databases and software.
17. Provided comprehensive accounting support to company by managing functions like payroll, accounts payable, accounts receivable and business expense processing.
18. Handled [Number] employee payroll and other day-to-day financial transactions while maintaining long-term goals.
19. Worked with senior accounting staff to prepare financial documents and reports such as bills and invoices, year-end analysis, budgets, financial records and financial statements.
20. Reviewed accounts, resolved coding areas and tracked recurring expenses for accrual entry.
21. Streamlined productivity by decreasing time-wasting tasks and helping supervisors.
22. Diminished financial discrepancies and managed monetary transactions, including deposits and credit card transactions.