1. Organized budget documentation and tracked expenses to maintain tight business controls.
2. Completed bi-weekly payroll for company employees, including calculating taxes, vacation and sick time.
3. Monitored status of accounts receivable and payable to facilitate efficient processing.
4. Applied mathematical abilities on daily basis to calculate and check figures in all areas of accounting systems.
5. Applied proper codes to invoices, files and receipts to keep records organized and easily searchable.
6. Investigated and resolved internal accounting variances to keep records current.
7. Reconciled all company accounts, including credit cards, employee expenses and commissions.
8. Maintained accurate and complete documentation for all financial department procedures.
9. Reported financial data and updated financial records in ledgers and journals.
10. Completed biweekly payroll for [Number] company personnel.
11. Reviewed financial statements and supporting documentation.
12. Entered figures using 10-key calculator to compute data quickly.
13. Stayed on top of applicable federal and state requirements to minimize legal and financial risks.
14. Input financial data and produced reports using [Software].
15. Evaluated employee expense reports and verified accuracy.
16. Tracked all expenses and inventory purchases against budget guidelines.
17. Inputted [Number] invoices per month.
18. Tracked [Type] business revenue and costs with [Software], diligently reconciling accounts to maintain high accuracy.
19. Communicated with suppliers to reconcile invoice payments.
20. Used [Software] to complete payroll for [Number] employees and took detailed records of procedures.
21. Maintained excellent financial standings by working closely with [Job title] to processes business transactions.
22. Checked [Type] documents for errors and accuracy while updating in [Software].
23. Managed accounting records and performed dues-ins and dues-outs tasks.
24. Presented audit findings to [Job title] after reviewing results and paperwork.
25. Reviewed and revised budgets to support efficient spending.
26. Managed accounts payable and receivables and payroll.