1. Quickly and accurately processed payments, credits and other transactions using company software applications.
2. Prepared monthly closings by creating journal entries and reconciling accounts.
3. Maintained strict client confidentiality in personal, telephone and email interactions to comply with preset standards and regulations.
4. Applied proper codes to invoices, files and receipts to keep records organized and easily searchable.
5. Analyzed account information and reconciled financial discrepancies to maintain records integrity and compliance.
6. Completed bi-weekly payroll for company employees, including calculating taxes, vacation and sick time.
7. Completed balance sheet reconciliations and profit and loss statements with high accuracy.
8. Organized budget documentation and tracked expenses to maintain tight business controls.
9. Applied mathematical abilities on daily basis to calculate and check figures in all areas of accounting systems.
10. Tracked [Type] business revenue and costs with [Software], diligently reconciling accounts to maintain high accuracy.
11. Pitched in to help [Job title] and [Job title] with special projects.
12. Investigated daily variances uncovered with [Type] and [Type] reports and corrected errors to resolve discrepancies.
13. Reviewed and paid vendor invoices under supervision of [Job title].
14. Assisted [Job Title] with month-end closing and reporting duties.
15. Compiled various reports related to [Subject] and [Subject].
16. Entered [Type] data into general ledgers.
17. Collaborated with [Job title] to review and generate ad hoc account reports and statements.
18. Stayed on top of applicable federal and state requirements to minimize legal and financial risks.
19. Identified [Type] system errors and applied established company policies and procedures to resolve issues.