1. Implemented budget and expense controls and financial policies by analyzing income and expenditures.
2. Supported change management by understanding and addressing impacts of new accounting policies, financial statement initiatives and non-standard transactions.
3. Organized budget documentation and tracked expenses to maintain tight business controls.
4. Bolstered revenues by [Number]% by creating codes for accounting tasks, including cost estimation and revenue generation.
5. Optimized employee performance, output and morale through development of enticing incentive programs.
6. Completed bi-weekly payroll for company employees, including calculating taxes, vacation and sick time.
7. Proposed and published metrics and KPIs to be incorporated into monthly financials and scorecards.
8. Applied mathematical abilities on daily basis to calculate and check figures in all areas of accounting systems.
9. Implemented cost control procedures and cost management processes, saving company $[Amount] within [Timeframe].
10. Investigated daily variances uncovered with [Type] and [Type] reports and corrected errors to resolve discrepancies.
11. Educated [Job title] on forecasting, financial statuses and financial strategies to assist in [Timeframe] budget creation.
12. Applied proper codes to invoices, files and receipts to keep records organized and easily searchable.
13. Managed accounting operations, including journal entries, collection efforts, reconciliations and payroll processing.
14. Reduced liabilities by accurately managing tax statements, mailings, journal entries, payments and transfers.
15. Implemented updated production, productivity, quality and customer service standards to improve company financial standing.
16. Managed all areas of accounting, including accounts payable and receivable, general ledger management, banking reconciliations and monthly balance sheet statements.