1. Performed administrative and clerical duties such as word processing, data entry, faxing and copying.
2. Processed payments and documents such as invoices, journal vouchers, employee reimbursements and statements.
3. Maintained clean and organized files by keeping accounts payable records up-to-date.
4. Used [Software] to prepare weekly and monthly financial reports.
5. Organized data into multiple spreadsheets to streamline data.
6. Prepared itemized statements, bills or invoices and recorded amounts due for items purchased or services rendered.
7. Prepared and mailed invoices to customers, processed payments and documented account updates.
8. Reviewed figures, postings and documents for correct entry, completeness and accuracy.
9. Prepared and distributed [Number] employee reimbursement checks per [Timeframe].
10. Completed weekly check runs and maintained accounting ledgers by verifying and posting account transactions into accounting system.
11. Accurately calculated deductions and processed payroll for [Number] employees.
12. Eliminated discrepancies in finances by expertly documenting expenses, monitoring income, handling bank deposits and managing statements.
13. Communicated and resolved disputes with clients regarding outstanding invoices, payments and adjustments.
14. Organized budget documentation and tracked expenses to maintain tight business controls.
15. Communicated regularly with customers regarding account questions and issues.
16. Reviewed account data and activity to devise financial estimation reports and adjustments.
17. Managed complex problem-solving for upper management in order to complete projects on-time and within budget.
18. Computerized recordkeeping systems, initiating and maintaining financial accurate and current tracking in [Software].
19. Cross-trained management on financial processes and reduced project gaps by [Number]%.