1. Evaluated employee expense reports and verified accuracy.
2. Maintained accurate and complete documentation for all financial department procedures.
3. Monitored status of accounts receivable and payable to facilitate efficient processing.
4. Performed advanced reviews of business operational trends and expected obligations to prepare accurate forecasts.
5. Maintained full [Area of expertise] compliance for [Type] business turning over $[Amount] in revenue per year.
6. Compiled general ledger entries on short schedule with 100% accuracy.
7. Communicated with suppliers to reconcile invoice payments.
8. Reviewed general ledger entries and assessed accuracy.
9. Set up and improved accounting systems and processes to meet business needs and maximize effectiveness of operations.
10. Helped clients navigate interactions with tax authorities and legal concerns related to financial matters.
11. Evaluated and improved accuracy and completeness of [Type] financial records to boost regulatory compliance.
12. Completed financial reports to inform managers and stakeholders.
13. Reconciled all company accounts, including credit cards, employee expenses and commissions.
14. Proactively researched technical tax issues related to consulting projects.
15. Processed payroll for approximately [Number] total employees.
16. Enhanced budget administration by reviewing [Type] and [Type] reports, leveraging knowledge to strengthen controls and improve transparency.
17. Balanced reports to submit for approval and verification.
18. Supervised team of [Number] accounting associates.
19. Reviewed accounts, resolved coding areas and tracked recurring expenses for accrual entry.
20. Provided journal entries and performed accounting on accrual basis.
21. Collected and reported monthly expense variances and explanations.
22. Calculated payroll deductions by accurately using [Software] and processed payroll to meet preset requirements.