1. Reported financial data and updated financial records in ledgers and journals.
2. Completed bi-weekly payroll for company employees, including calculating taxes, vacation and sick time.
3. Organized budget documentation and tracked expenses to maintain tight business controls.
4. Monitored status of accounts receivable and payable to facilitate efficient processing.
5. Applied mathematical abilities on daily basis to calculate and check figures in all areas of accounting systems.
6. Applied proper codes to invoices, files and receipts to keep records organized and easily searchable.
7. Entered figures using 10-key calculator to compute data quickly.
8. Investigated and resolved internal accounting variances to keep records current.
9. Reconciled all company accounts, including credit cards, employee expenses and commissions.
10. Reconciled all types of bank accounts with updated information.
11. Compiled budget figures by reviewing past budgets, evaluating estimated income and assessing expenses.
12. Maintained accurate and complete documentation for all financial department procedures.
13. Processed all incoming and outgoing invoices and payments.
14. Completed financial reports to inform managers and stakeholders.
15. Reconciled account information and reported figures in general ledger by comparing to bank account statement each month.
16. Checked [Type] documents for errors and accuracy while updating in [Software].
17. Managed accounting records and performed dues-ins and dues-outs tasks.
18. Provided key clerical and administrative support to senior accounting staff.
19. Prepared reports for upper management detailing key financial metrics
20. Managed accounts payable and receivables and payroll.
21. Accurately and quickly prepared and delivered [Type] bank statements, including statements, deposits and ledgers.
22. Inputted [Number] invoices per month.
23. Verified financial documents for [Type] company to accurately analyze financial data.
24. Streamlined [Type] process by revamping procedures
25. Completed biweekly payroll for [Number] company personnel.
26. Maintained excellent financial standings by working closely with [Job title] to processes business transactions.
27. Tracked all expenses and inventory purchases against budget guidelines.
28. Processed payroll for approximately [Number] total employees.
29. Tracked [Type] business revenue and costs with [Software], diligently reconciling accounts to maintain high accuracy.