1. Implemented budget and expense controls and financial policies by analyzing income and expenditures.
2. Organized budget documentation and tracked expenses to maintain tight business controls.
3. Supported change management by understanding and addressing impacts of new accounting policies, financial statement initiatives and non-standard transactions.
4. Bolstered revenues by [Number]% by creating codes for accounting tasks, including cost estimation and revenue generation.
5. Compiled general ledger entries on short schedule with 100% accuracy.
6. Applied proper codes to invoices, files and receipts to keep records organized and easily searchable.
7. Applied mathematical abilities on daily basis to calculate and check figures in all areas of accounting systems.
8. Reduced liabilities by accurately managing tax statements, mailings, journal entries, payments and transfers.
9. Implemented updated production, productivity, quality and customer service standards to improve company financial standing.
10. Optimized employee performance, output and morale through development of enticing incentive programs.
11. Investigated daily variances uncovered with [Type] and [Type] reports and corrected errors to resolve discrepancies.
12. Stayed on top of applicable federal and state requirements to minimize legal and financial risks.
13. Initiated comprehensive account assessments to check viability, stability and profitability of business operations.
14. Managed all areas of accounting, including accounts payable and receivable, general ledger management, banking reconciliations and monthly balance sheet statements.
15. Proposed and published metrics and KPIs to be incorporated into monthly financials and scorecards.
16. Set up and improved accounting systems and processes to meet business needs and maximize effectiveness of operations.
17. Managed accounting operations, including journal entries, collection efforts, reconciliations and payroll processing.
18. Maintained up-to-date knowledge of tax codes, legislation and tax programs.
19. Used accounting software to issue tax returns and prepare consolidated reports.