1. Organized budget documentation and tracked expenses to maintain tight business controls.
2. Mitigated impacts on financial accounting and business operations by working proactively to identify and resolve strategic concerns.
3. Contributed to financial and operational risk reduction by evaluating effectiveness of controls and subsystems.
4. Compiled budget figures by reviewing past budgets, evaluating estimated income and assessing expenses.
5. Enhanced customer satisfaction [Number]% by uncovering and correcting outstanding financial problems, including [Type] and [Type] problems.
6. Analyzed and prepared annual budgets to contain costs, minimize losses and assure compliance with internal controls.
7. Led daily general ledger entries, using double-entry accounting method and check backs.
8. Applied mathematical abilities on daily basis to calculate and check figures in all areas of accounting systems.
9. Applied proper codes to invoices, files and receipts to keep records organized and easily searchable.
10. Contacted customers to immediately find resolutions for escalated issues, including [Type] issues.
11. Assessed data and information to verify entry, calculation and billing code accuracy.
12. Produced timely and accurate financial and progress reports and submitted for consideration during key decision-making procedures.
13. Trained [Number] employees on established practices and accounting protocols to eliminate workflow snarls and tracking concerns.
14. Inspected effectiveness of various systems and subsystems to manage and reduce operational risks [Number]%.
15. Stayed on top of applicable federal and state requirements to minimize legal and financial risks.
16. Used double-entry accounting methods and check backs to manage daily entries to general ledgers.
17. Reconciled account information and reported figures in general ledger by comparing to bank account statement each month.
18. Minimized losses and checked compliance with internal protocols by analyzing and preparing effective annual budgets.
19. Collected and arranged financial information and entered details into [Software] financial management system.
20. Input financial data and produced reports using [Software].
21. Delivered exceptional project management and addressed complex business strategy for senior leadership.
22. Investigated daily variances uncovered with [Type] and [Type] reports and corrected errors to resolve discrepancies.