1. Invoiced customers for purchases of goods and services to adhere to accounting standards and generate revenues.
2. Identified [Type] system errors and applied established company policies and procedures to resolve issues.
3. Researched billing and invoice problems and resolved issues in compliance with established standards.
4. Accomplished [Type] cost analysis to discover inconsistencies between product sales targets and actual product sales figures.
5. Posted customer payments into general ledger to create data for [Type] accounting statements.
6. Organized [Type] and [Type] financial statements and assessed cash activities to verify proper usage of organizational funds.
7. Delivered [Timeframe] reports to company leaders focusing on financial accounting, cost accounting and sales data to guarantee that organizational objectives aligned with daily operations management.
8. Entered [Type] account information and maintained accounts database to comply with generally accepted accounting standards.
9. Reconciled accounts and resolved both internal variances and discrepancies in external documentation.
10. Prepared [Type] and [Type] schedules for year-end audits to comply with accounting standards.
11. Maintained strict client confidentiality in personal, telephone and email interactions to comply with preset standards and regulations.
12. Filed [Type] tax returns, remittance statements and payroll deductions promptly to conform to predetermined standards.
13. Analyzed trends and monitored customer behaviors to serve as predictors for future marketplace actions.
14. Managed accounting system using Wave Accounting inventory software to enhance reporting and organizational analysis.
15. Prepared quarterly balance sheet reconciliations to obtain accurate picture of organization's financial situation.
16. Strengthened financial management processes to bring errors to near-zero in reporting, payroll administration and general bookkeeping.