1. Investigated and resolved internal accounting variances to keep records current.
2. Organized budget documentation and tracked expenses to maintain tight business controls.
3. Applied proper codes to invoices, files and receipts to keep records organized and easily searchable.
4. Monitored status of accounts receivable and payable to facilitate efficient processing.
5. Reconciled all company accounts, including credit cards, employee expenses and commissions.
6. Entered figures using 10-key calculator to compute data quickly.
7. Reported financial data and updated financial records in ledgers and journals.
8. Applied mathematical abilities on daily basis to calculate and check figures in all areas of accounting systems.
9. Managed accounts payable and receivables and payroll.
10. Prepared reports for upper management detailing key financial metrics
11. Maintained accurate and complete documentation for all financial department procedures.
12. Reconciled all types of bank accounts with updated information.
13. Completed bi-weekly payroll for company employees, including calculating taxes, vacation and sick time.
14. Investigated daily variances uncovered with [Type] and [Type] reports and corrected errors to resolve discrepancies.
15. Reviewed financial statements and supporting documentation.
16. Built and professionally developed highly competent team of [Number] accounting professionals.
17. Maintained excellent financial standings by working closely with [Job title] to processes business transactions.
18. Verified financial documents for [Type] company to accurately analyze financial data.
19. Liaised with vendors and customers to resolve discrepancies.
20. Communicated with suppliers to reconcile invoice payments.
21. Processed payroll for approximately [Number] total employees.
22. Assessed data and information to verify entry, calculation and billing code accuracy.