1. Evaluated office processes, making suggestions to improve efficiency.
2. Applied mathematical abilities on daily basis to calculate and check figures in all areas of accounting systems.
3. Assessed data and information to verify entry, calculation and billing code accuracy.
4. Reported financial data and updated financial records in ledgers and journals.
5. Entered figures using 10-key calculator to compute data quickly.
6. Prepared invoices on bi-weekly basis, effectively sending out bills for upwards of [Number] customers monthly.
7. Observed strict confidentiality rules to maintain data integrity and protect clients.
8. Applied proper codes to invoices, files and receipts to keep records organized and easily searchable.
9. Stayed on top of applicable federal and state requirements to minimize legal and financial risks.
10. Organized budget documentation and tracked expenses to maintain tight business controls.
11. Pitched in to assist [Job Title] with special projects and additional tasks.
12. Input financial data and produced reports using [Software].
13. Compiled various reports related to [Subject] and [Subject].
14. Interacted with personnel in [Type] and [Type] departments, effectively building lasting relationships.
15. Provided exceptional service to customers requiring assistance such as account questions.
16. Reconciled account information and reported figures in general ledger by comparing to bank account statement each month.
17. Compiled budget figures by reviewing past budgets, evaluating estimated income and assessing expenses.
18. Tracked [Type] business revenue and costs with [Software], diligently reconciling accounts to maintain high accuracy.
19. Completed bi-weekly payroll for company employees, including calculating taxes, vacation and sick time.
20. Typed and submitted variety of documentation for [Job Title], including correspondence, memos, drafts and emails.