1. Assessed data and information to verify entry, calculation and billing code accuracy.
2. Organized budget documentation and tracked expenses to maintain tight business controls.
3. Reached out to vendors and customers to verify information and follow up on client issues.
4. Prepared month-end closing entries for detailed reporting and recordkeeping.
5. Generated and submitted invoices based upon established accounts receivable schedules and terms.
6. Applied proper codes to invoices, files and receipts to keep records organized and easily searchable.
7. Compiled budget figures by reviewing past budgets, evaluating estimated income and assessing expenses.
8. Processed invoices and journal entries with efficiency and accuracy, resulting in decreased discrepancies.
9. Applied mathematical abilities on daily basis to calculate and check figures in all areas of accounting systems.
10. Reorganized accounts payable processes, decreasing supplier payment delays from [Number] to [Number] days.
11. Reviewed account documentation for over [Number] accounts, rectified issues and contacted vendors about account changes.
12. Completed bi-weekly payroll for company employees, including calculating taxes, vacation and sick time.
13. Maintained [Number]% accuracy while processing $[Amount] worth of [Timeframe] payments.
14. Reconciled account information and reported figures in general ledger by comparing to bank account statement each month.
15. Used advanced software skills to produce high-quality documents, reports and presentations.
16. Tracked [Type] business revenue and costs with [Software], diligently reconciling accounts to maintain high accuracy.
17. Prepared and mailed invoices to customers, processed payments and documented account updates.
18. Investigated daily variances uncovered with [Type] and [Type] reports and corrected errors to resolve discrepancies.
19. Developed client rapport by efficiently addressing incoming correspondence and resolving [Number] A/P inquires per day.
20. Streamlined productivity by decreasing time-wasting tasks and helping supervisors.