1. Partnered with auditors on annual audits and realized compliance with governmental tax guidelines.
2. Handled month-end and year-end end finances by managing and reporting fixed assets and other data.
3. Reviewed budgets, including capital appropriations and operating budgets, and communicated findings to senior management.
4. Collaborated with bank representatives to negotiate capital requirements.
5. Reconciled accounts and created documents for [Timeframe] closure procedures.
6. Reconciled balance sheets and streamlined best practices for balance sheet processes.
7. Supported monthly general ledger closing activities, including preparing journal entries and reconciliations.
8. Updated general ledger with latest entries.
9. Wrote financial statements and consolidations after reconciling general ledger accounts.
10. Performed advanced reviews of business operational trends and expected obligations to prepare accurate forecasts.
11. Drafted financial documents, including variance reports, regulatory filings and related schedules.
12. Directed accounting operations for business turning over $[Amount] per year.
13. Decreased invoicing and receivable cycle times by streamlining billing systems.
14. Analyzed financial audit information and made recommendations to improve efficiencies.
15. Completed year-end closing processes with controllers and external auditors.
16. Tracked and documented all expenses.
17. Developed and implemented effective accounting systems.
18. Gathered and analyzed employee, department and company-wide financial information.
19. Set up and improved accounting systems and processes to meet business needs and maximize effectiveness of operations.
20. Calculated tax owed, prepared and submitted returns and upheld compliance with all applicable laws.
21. Evaluated and improved accuracy and completeness of [Type] financial records to boost regulatory compliance.