1. Prepared bi-weekly payroll for [Number] employees and maintained all associated files.
2. Reconciled accounts and investigated variances.
3. Analyzed budgets, forecasts and current trends to support overall financial operations.
4. Managed expense tracking and personnel vouchers.
5. Produced [Timeframe ] reports outlining latest financial information such as expenses, income and outstanding balances.
6. Established and enforced internal controls, workflows and policies for tracking, reconciling and reporting on accounting activities.
7. Generated sales tax reports for each operational jurisdictions, monitored bi-weekly payroll and prepared and paid out sales commissions.
8. Administered financial aspects of contracts, including establishing and checking coding procedures, monitoring reports and updating internal files.
9. Kept up-to-date and accurate funding accounts for internal departments, key programs and special projects.
10. Oversaw high-volume accounting operations with [Number]-person team focused on efficient budget administration, AP/AR and other financial management needs.
11. Performed routine closings, maintained clean, accurate and accessible records and kept close eye on transaction updates throughout each quarter.
12. Checked payroll, vendor payments, commissions and other accounting disbursements for accuracy and compliance.
13. Prepared internal and regulatory financial reports, including balance sheets and income statements.
14. Conducted research, gathered information from multiple sources and presented results.
15. Validated existing accounting management and reporting systems to assess quality and conformance, identify problems and implement corrective actions.
16. Demonstrated respect, friendliness and willingness to help wherever needed.
17. Reviewed historical records, current operational data and forecasting information to identify and capitalize on system enhancement opportunities.
18. Improved [type] through consistent hard work and dedication to [project or department or task or customer].
19. Used Microsoft Word and other software tools to create documents and other communications.
20. Delivered [product or service] to customer locations within specific timeframes.