1. Followed up with customers to collect specific financial information and verify details for preparation of annual 1095 forms.
2. Collected and arranged financial information and entered details into [Software] financial management system.
3. Prepared documents, reports and presentations for executives and board members using advanced software proficiencies.
4. Entered customer order details into system, accepted payments and updated accounts.
5. Generated [Type] reports detailing various metrics and account information.
6. Reviewed general ledger for accuracy and specific coding issues.
7. Processed employee and contractor expense reimbursements quickly, enabling payments within [Timeframe].
8. Documented sales, customer interactions and concerns, and generated update reports for senior management.
9. Received and delivered incoming accounting department mail to appropriate staff members.
10. Prepared and mailed account statements to vendors and kept meticulous correspondence documentation.
11. Applied proper codes to invoices, files and receipts to keep records organized and easily searchable.
12. Compiled budget figures by reviewing past budgets, evaluating estimated income and assessing expenses.
13. Inputted data into accounting system and maintained integrity of all system information to alleviate potential breaches.
14. Developed monthly, quarterly and annual profit and loss statements and balance sheets.
15. Validated and recorded invoices and resolved discrepancies with vendors.
16. Implemented new accounting processes to decrease spending and work flow downtime.
17. Maintained [Number]% accuracy while processing $[Amount] worth of [Timeframe] payments.
18. Reduced financial discrepancies, effectively reconciling bank accounts and organizing information into accounting software.
19. Managed and responded to all correspondence and inquiries from customers and vendors.
20. Recorded deposits into [System], reconciled monthly bank accounts and tracked all expenses.