1. Completed bi-weekly payroll for company employees, including calculating taxes, vacation and sick time.
2. Applied proper codes to invoices, files and receipts to keep records organized and easily searchable.
3. Investigated and resolved internal accounting variances to keep records current.
4. Reported financial data and updated financial records in ledgers and journals.
5. Organized budget documentation and tracked expenses to maintain tight business controls.
6. Applied mathematical abilities on daily basis to calculate and check figures in all areas of accounting systems.
7. Reconciled all company accounts, including credit cards, employee expenses and commissions.
8. Maintained accurate and complete documentation for all financial department procedures.
9. Entered figures using 10-key calculator to compute data quickly.
10. Monitored status of accounts receivable and payable to facilitate efficient processing.
11. Reconciled all types of bank accounts with updated information.
12. Maintained excellent financial standings by working closely with [Job title] to processes business transactions.
13. Reviewed general ledger entries and assessed accuracy.
14. Processed payroll for approximately [Number] total employees.
15. Evaluated employee expense reports and verified accuracy.
16. Completed financial reports to inform managers and stakeholders.
17. Reconciled account information and reported figures in general ledger by comparing to bank account statement each month.
18. Tracked [Type] business revenue and costs with [Software], diligently reconciling accounts to maintain high accuracy.
19. Stayed on top of applicable federal and state requirements to minimize legal and financial risks.
20. Checked [Type] documents for errors and accuracy while updating in [Software].