1. Accurately and quickly prepared and delivered [Type] bank statements, including statements, deposits and ledgers.
2. Applied proper codes to invoices, files and receipts to keep records organized and easily searchable.
3. Stayed on top of applicable federal and state requirements to minimize legal and financial risks.
4. Applied mathematical abilities on daily basis to calculate and check figures in all areas of accounting systems.
5. Reconciled company bank, credit card and line of credit accounts every [Timeframe], investigating and resolving discrepancies to keep accounts audit-ready.
6. Investigated daily variances uncovered with [Type] and [Type] reports and corrected errors to resolve discrepancies.
7. Used [Software] to complete payroll for [Number] employees and took detailed records of procedures.
8. Assisted day staff by completing daily computer backups, virus checks and program updates.
9. Streamlined financial reporting by implementing [Type] program to create daily spreadsheets.
10. Analyzed financial data derived from multiple reporting systems to develop recommendations for operational and performance improvements.
11. Cross-trained management on financial processes and reduced project gaps by [Number]%.
12. Entered financial data into company accounting database for verification and reconciliation, maintaining accurate and current accounts at all times.
13. Tracked financial progress by creating quarterly and yearly balance sheets.
14. Organized budget documentation and tracked expenses to maintain tight business controls.
15. Completed bi-weekly payroll for company employees, including calculating taxes, vacation and sick time.
16. Identified and suggested remedies for areas of improvement based on detailed daily reports and analysis.
17. Strengthened financial operations by conducting bank reconciliations and financial reporting.
18. Generated invoices upon receipt of billing information and tracked collection progress.
19. Maintained excellent financial standings by working closely with [Job title] to processes business transactions.
20. Implemented new accounting processes to decrease spending and work flow downtime.