1. Contributed to corporate operational improvements resulting in [Result].
2. Optimized employee performance, output and morale through development of enticing incentive programs.
3. Developed process improvements to increase efficiency and productivity and presented to management for approval.
4. Accomplished [Number]% reduction in [Type] expense by streamlining operations.
5. Overhauled process for year-end inventory audits to improve accuracy.
6. Managed payroll operations for team of [Number] employees.
7. Collaborated with purchasing department to reconcile vendor invoices and facilitate payments.
8. Mitigated accounting risks through identification and improvement of process inefficiencies.
9. Input vendor payments and updated accounts to reflect new balances.
10. Supervised accounting department operations and team of up to [Number] employees.
11. Prepared and administered yearly budgets covering [Type] and [Type] operations.
12. Oversaw AP and AR functions for organization with over $[Amount] in annual revenue.
13. Prepared monthly reports, including payment and account reconciliations and financial statements.
14. Updated general ledger of accounts with current, accurate and industry-compliant data to meet all internal and external audit requirements.
15. Checked expenses against budget controls, entered figures and reconciled business accounts to address discrepancies.
16. Applied proper codes to invoices, files and receipts to keep records organized and easily searchable.
17. Reconciled all company accounts, including credit cards, employee expenses and commissions.
18. Generated [Type] and [Type] reports to identify financial trends and aging accounts in need of attention.
19. Investigated and resolved internal accounting variances to keep records current.
20. Managed all accounting needs and account updates for [Type] operations.