1. Compiled budget figures by reviewing past budgets, evaluating estimated income and assessing expenses.
2. Completed bi-weekly payroll for company employees, including calculating taxes, vacation and sick time.
3. Prepared month-end closing entries for detailed reporting and recordkeeping.
4. Processed invoices and journal entries with efficiency and accuracy, resulting in decreased discrepancies.
5. Applied mathematical abilities on daily basis to calculate and check figures in all areas of accounting systems.
6. Applied proper codes to invoices, files and receipts to keep records organized and easily searchable.
7. Organized budget documentation and tracked expenses to maintain tight business controls.
8. Assessed data and information to verify entry, calculation and billing code accuracy.
9. Reached out to vendors and customers to verify information and follow up on client issues.
10. Generated and submitted invoices based upon established accounts receivable schedules and terms.
11. Assisted with annual audits by generating reports and collecting and consolidating invoice information.
12. Generated financial statements to analyze utility cost, repair and maintenance expenses.
13. Provided strong customer service and support to prevent invoice and expense issues.
14. Received vendor invoices, validated for accuracy and routed for approval to prepare for payment processing.
15. Used [Software] and [Software] to manage complex accounting projects and special assignments, including [Type] and [Type] special assignments.
16. Processed daily invoices, check requests and wire transfers of foreign and domestic currency.
17. Investigated inquiries relating to status of accounts.
18. Maintained database to monitor [Number] accounts payable for corporate customers and vendors.
19. Identified opportunities and risks in accounts payable process to improve standard operating procedures.
20. Handled sensitive and confidential documents and information to maintain corporate reputation.