1. Organized budget documentation and tracked expenses to maintain tight business controls.
2. Applied mathematical abilities on daily basis to calculate and check figures in all areas of accounting systems.
3. Reached out to vendors and customers to verify information and follow up on client issues.
4. Prepared month-end closing entries for detailed reporting and recordkeeping.
5. Assessed data and information to verify entry, calculation and billing code accuracy.
6. Compiled budget figures by reviewing past budgets, evaluating estimated income and assessing expenses.
7. Applied proper codes to invoices, files and receipts to keep records organized and easily searchable.
8. Generated and submitted invoices based upon established accounts receivable schedules and terms.
9. Completed bi-weekly payroll for company employees, including calculating taxes, vacation and sick time.
10. Processed invoices and journal entries with efficiency and accuracy, resulting in decreased discrepancies.
11. Evaluated payment applications for completed work.
12. Maintained historical records through microfilming.
13. Paid vendors by monitoring discount opportunities and paid employees by receiving and verifying expense reports.
14. Matched purchase orders to invoices and logged invoices into computer.
15. Verified vendor accounts by reconciling monthly statements and related transactions.
16. Reconciled processed work by verifying entries and comparing system reports to balance.
17. Verified vendor accounts.
18. Generated financial statements and reports detailing accounts receivable status
19. Charged pertinent expenses to accounts.
20. Reconciled bank statements.