1. Reached out to vendors and customers to verify information and follow up on client issues.
2. Applied proper codes to invoices, files and receipts to keep records organized and easily searchable.
3. Applied mathematical abilities on daily basis to calculate and check figures in all areas of accounting systems.
4. Processed invoices and journal entries with efficiency and accuracy, resulting in decreased discrepancies.
5. Compiled budget figures by reviewing past budgets, evaluating estimated income and assessing expenses.
6. Generated and submitted invoices based upon established accounts receivable schedules and terms.
7. Organized budget documentation and tracked expenses to maintain tight business controls.
8. Prepared month-end closing entries for detailed reporting and recordkeeping.
9. Completed bi-weekly payroll for company employees, including calculating taxes, vacation and sick time.
10. Assessed data and information to verify entry, calculation and billing code accuracy.
11. Projected financial standings for [Timeframe], using data to determine areas for improvement and suggest plans of action.
12. Oversaw bookkeeping and accounting systems and entered data into systems accurately.
13. Prepared and mailed invoices to customers, processed payments and documented account updates.
14. Investigated daily variances uncovered with [Type] and [Type] reports and corrected errors to resolve discrepancies.
15. Streamlined productivity by decreasing time-wasting tasks and helping supervisors.
16. Entered figures using 10-key calculator to compute data quickly.
17. Successfully managed [Result] by implementing [Type] program to streamline [Task].
18. Reconciled account information and reported figures in general ledger by comparing to bank account statement each month.
19. Managed invoices for over [Number] new materials and parts over [Timeframe].
20. Tracked [Type] business revenue and costs with [Software], diligently reconciling accounts to maintain high accuracy.