1. Paid vendors by monitoring discount opportunities and paid employees by receiving and verifying expense reports.
2. Generated and submitted invoices based upon established accounts receivable schedules and terms.
3. Entered invoices requiring payment and disbursed amounts via check, electronic transfer or bank draft.
4. Disbursed petty cash by recording entries and verifying documentation.
5. Applied proper codes to invoices, files and receipts to keep records organized and easily searchable.
6. Verified vendor accounts by reconciling monthly statements and related transactions.
7. Kept vendor files accurate and up-to-date to expedite payment processing.
8. Generated accounts payable reports for management review to aid in financial and business decision making.
9. Generated financial statements and reports detailing accounts receivable status
10. Organized budget documentation and tracked expenses to maintain tight business controls.
11. Improved accounts payable processes and achieved [Number]% reduction in late fees.
12. Compiled budget figures by reviewing past budgets, evaluating estimated income and assessing expenses.
13. Completed bi-weekly payroll for company employees, including calculating taxes, vacation and sick time.
14. Applied mathematical abilities on daily basis to calculate and check figures in all areas of accounting systems.
15. Assessed data and information to verify entry, calculation and billing code accuracy.
16. Promoted consistent accuracy of billing information by reconciling [Number] accounts monthly.
17. Verified accuracy of accounts payable payments, resulting in [Number]% reduction in payment errors and check reissues.
18. Entered figures using 10-key calculator to compute data quickly.
19. Input financial data and produced reports using [Software].
20. Reported financial data and updated financial records in ledgers and journals.