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. Prepared month-end closing entries for detailed reporting and recordkeeping.
4. Assessed data and information to verify entry, calculation and billing code accuracy.
5. Reached out to vendors and customers to verify information and follow up on client issues.
6. Applied proper codes to invoices, files and receipts to keep records organized and easily searchable.
7. Processed invoices and journal entries with efficiency and accuracy, resulting in decreased discrepancies.
8. Compiled budget figures by reviewing past budgets, evaluating estimated income and assessing expenses.
9. Completed bi-weekly payroll for company employees, including calculating taxes, vacation and sick time.
10. Generated and submitted invoices based upon established accounts receivable schedules and terms.
11. Developed client rapport by efficiently addressing incoming correspondence and resolving [Number] A/P inquires per day.
12. Tracked [Type] business revenue and costs with [Software], diligently reconciling accounts to maintain high accuracy.
13. Oversaw bookkeeping and accounting systems and entered data into systems accurately.
14. Managed invoices for over [Number] new materials and parts over [Timeframe].
15. Handled [Number] employee payroll and other day-to-day financial transactions while maintaining long-term goals.
16. Investigated daily variances uncovered with [Type] and [Type] reports and corrected errors to resolve discrepancies.
17. Streamlined productivity by decreasing time-wasting tasks and helping supervisors.
18. Reported financial data and updated financial records in ledgers and journals.
19. Reconciled account information and reported figures in general ledger by comparing to bank account statement each month.
20. Reorganized accounts payable processes, decreasing supplier payment delays from [Number] to [Number] days.