1. Organized budget documentation and tracked expenses to maintain tight business controls.
2. Prepared billing statements and invoices for customer purchases and recorded transaction date, price and fees to support accuracy.
3. Leveraged computerized accounting software to create and maintain accurate customer account records.
4. Tracked invoices, receipts and deposit slips to generate monthly fiscal statements.
5. Reconciled account information and reported figures in general ledger by comparing to bank account statement each month.
6. Compiled budget figures by reviewing past budgets, evaluating estimated income and assessing expenses.
7. Input financial data and produced reports using [Software].
8. Prepared and mailed invoices to customers, processed payments and documented account updates.
9. Made outbound calls to vendors and customers to discuss and resolve account needs.
10. Reconciled accounts receivable ledger to verify payments and resolve variances.
11. Responded to inbound inquiries regarding accounts and payments.
12. Completed bi-weekly payroll for company employees, including calculating taxes, vacation and sick time.
13. Investigated daily variances uncovered with [Type] and [Type] reports and corrected errors to resolve discrepancies.
14. Utilized [Software] to reconcile accounts, track income and generate invoices.
15. Reviewed time and attendance records to identify billable items.
16. Processed bill reminders and consulted with third-party collection agency to resolve past-due customer accounts.
17. Reported financial data and updated financial records in ledgers and journals.
18. Submitted cash and check deposits and generated cash receipts to record money received.
19. Tracked [Type] business revenue and costs with [Software], diligently reconciling accounts to maintain high accuracy.
20. Stayed on top of applicable federal and state requirements to minimize legal and financial risks.