1. Managed all areas of accounting, including accounts payable and receivable, general ledger management, banking reconciliations and monthly balance sheet statements.
2. Bolstered revenues by [Number]% by creating codes for accounting tasks, including cost estimation and revenue generation.
3. Implemented budget and expense controls and financial policies by analyzing income and expenditures.
4. Organized budget documentation and tracked expenses to maintain tight business controls.
5. Supported change management by understanding and addressing impacts of new accounting policies, financial statement initiatives and non-standard transactions.
6. Managed accounting operations, including journal entries, collection efforts, reconciliations and payroll processing.
7. Initiated comprehensive account assessments to check viability, stability and profitability of business operations.
8. Investigated daily variances uncovered with [Type] and [Type] reports and corrected errors to resolve discrepancies.
9. Applied proper codes to invoices, files and receipts to keep records organized and easily searchable.
10. Educated [Job title] on forecasting, financial statuses and financial strategies to assist in [Timeframe] budget creation.
11. Applied mathematical abilities on daily basis to calculate and check figures in all areas of accounting systems.
12. Optimized employee performance, output and morale through development of enticing incentive programs.
13. Proposed and published metrics and KPIs to be incorporated into monthly financials and scorecards.
14. Tracked [Type] business revenue and costs with [Software], diligently reconciling accounts to maintain high accuracy.
15. Implemented cost control procedures and cost management processes, saving company $[Amount] within [Timeframe].
16. Completed bi-weekly payroll for company employees, including calculating taxes, vacation and sick time.
17. Implemented updated production, productivity, quality and customer service standards to improve company financial standing.
18. Communicated corporate objectives across all divisions through regular correspondence and scheduled status updates.
19. Stayed on top of applicable federal and state requirements to minimize legal and financial risks.
20. Reduced liabilities by accurately managing tax statements, mailings, journal entries, payments and transfers.