1. Entered figures using 10-key calculator to compute data quickly.
2. Reported financial data and updated financial records in ledgers and journals.
3. Applied mathematical abilities on daily basis to calculate and check figures in all areas of accounting systems.
4. Stayed on top of applicable federal and state requirements to minimize legal and financial risks.
5. Observed strict confidentiality rules to maintain data integrity and protect clients.
6. Prepared invoices on bi-weekly basis, effectively sending out bills for upwards of [Number] customers monthly.
7. Assessed data and information to verify entry, calculation and billing code accuracy.
8. Applied proper codes to invoices, files and receipts to keep records organized and easily searchable.
9. Evaluated office processes, making suggestions to improve efficiency.
10. Organized budget documentation and tracked expenses to maintain tight business controls.
11. Tracked [Type] business revenue and costs with [Software], diligently reconciling accounts to maintain high accuracy.
12. Investigated daily variances uncovered with [Type] and [Type] reports and corrected errors to resolve discrepancies.
13. Updated entries in company's system using [Type of Software].
14. Interacted with personnel in [Type] and [Type] departments, effectively building lasting relationships.
15. Input financial data and produced reports using [Software].
16. Pitched in to assist [Job Title] with special projects and additional tasks.
17. Compiled various reports related to [Subject] and [Subject].
18. Managed office inventory and ordered new supplies when items were running low.
19. Compiled budget figures by reviewing past budgets, evaluating estimated income and assessing expenses.
20. Completed bi-weekly payroll for company employees, including calculating taxes, vacation and sick time.