1. Streamlined production system of [Type] products by analyzing points of production to increase overall efficiency by [Number]% and product sales by [Number]%.
2. Conducted product inventories for all [Number] [Client name]'s products and translated findings into detailed financial reports.
3. Compiled general ledger entries on short schedule with 100% accuracy.
4. Designed monthly and annual budgets for points of production for [Type] products, including design, labor and manufacturing.
5. Conducted detailed technical and analytical review of federal/state corporate, partnership and S corporation tax returns, FAS 109 provisions, and quarterly estimates prepared by associates.
6. Completed daily accounting tasks including tracking funds, preparing deposits and reconciling accounts.
7. Diminished outstanding debts by analyzing accounts for issues.
8. Analyzed and presented flow and reconciliation for all [Number] of [Client name]'s products.
9. Proactively researched technical tax issues related to consulting projects.
10. Managed small clerical staff of [Number] people and oversaw all financial procedures for [Type] company
11. Maintained integrity of general ledger, including chart of accounts.
12. Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and all types of cash and banking reconciliations.
13. Created final certification reports for [Number] small businesses and mitigated annual audit risks.
14. Collected and reported monthly expense variances and explanations.
15. Collaborated with [Job title]s for full compliance with governing bodies and limit regulatory risks.
16. Computed taxes owed by applying prescribed rates, laws and regulations.
17. Partnered with auditors on annual audits and realized compliance with governmental tax guidelines.
18. Helped clients navigate interactions with tax authorities and legal concerns related to financial matters.
19. Calculated payroll deductions by accurately using [Software] and processed payroll to meet preset requirements.
20. Enhanced budget administration by reviewing [Type] and [Type] reports, leveraging knowledge to strengthen controls and improve transparency.