1. Designed training program and trained over [Number] new clerks on [Task], checking for thorough and excellent understanding.
2. Computerized recordkeeping systems, initiating and maintaining financial accurate and current tracking in [Software].
3. Compiled budget figures by reviewing past budgets, evaluating estimated income and assessing expenses.
4. Increased customer satisfaction by [Number]% by filing taxes effectively and resolving issues promptly.
5. Implemented new accounting processes to decrease spending and work flow downtime.
6. Recorded deposits into [System], reconciled monthly bank accounts and tracked all expenses.
7. Maintained excellent financial standings by working closely with [Job title] to processes business transactions.
8. Reduced financial discrepancies, effectively reconciling bank accounts and organizing information into accounting software.
9. Supported management by processing invoices and documents with consistent on-time delivery.
10. Analyzed finances to create detailed forecasting reports using [Software].
11. Managed and updated financial accounts and permanent records for more than [Number] current clients.
12. Assisted day staff by completing daily computer backups, virus checks and program updates.
13. Accurately and quickly prepared and delivered [Type] bank statements, including statements, deposits and ledgers.
14. Maintained accurate forecasting and financial recordkeeping while tracking over [Number] [Type] accounts worth up to $[Amount].
15. Verified deposits, rectified discrepancies and processed end-of-day paperwork using [Software] with [Number]% accuracy.
16. Streamlined bookkeeping procedures to increase efficiency and productivity.
17. Proactively identified all accounting errors by developing cross-referencing databases.
18. Handled [Number] employee payroll and other day-to-day financial transactions while maintaining long-term goals.
19. Effectively communicated with clients about payment needs and kept updated, detailed and accurate ledgers.
20. Reduced liabilities by accurately managing tax statements, mailings, journal entries, payments and transfers.