1. Used [Software] to perform accurate financial analysis and audits to mitigate financial risks.
2. Maintained accurate forecasting and financial recordkeeping while tracking over [Number] [Type] accounts worth up to $[Amount].
3. Supported management by processing invoices and documents with consistent on-time delivery.
4. Maintained [Number]% accuracy while processing $[Amount] worth of [Timeframe] payments.
5. Input financial data and produced reports using [Software].
6. Analyzed figures, postings and documents to maintain accounting program accuracy.
7. Applied proper codes to invoices, files and receipts to keep records organized and easily searchable.
8. Applied mathematical abilities on daily basis to calculate and check figures in all areas of accounting systems.
9. Processed nightly bills, checks and vendor payments worth over $[Amount], maintaining detailed records and receipts.
10. Initiated remedial actions by decreasing financial inconsistencies, reducing expenditures and eliminating system imperfections through efficient [Action].
11. Verified and submitted timekeeping information for accurate and efficient payroll processing.
12. Stayed on top of applicable federal and state requirements to minimize legal and financial risks.
13. Reset [Software] for next days' use by sending detailed daily bank reports to [Type] agency and closing finances for current day.
14. Completed bi-weekly payroll for company employees, including calculating taxes, vacation and sick time.
15. Created plans with [Job title] to remedy financial discrepancies and reconcile issues with [Type] records.
16. Projected financial standings for [Timeframe], using data to determine areas for improvement and suggest plans of action.
17. Successfully managed [Result] by implementing [Type] program to streamline [Task].
18. Compiled budget figures by reviewing past budgets, evaluating estimated income and assessing expenses.
19. Utilized [Software] and [Software] to analyze, store and record company financial information.
20. Streamlined financial reporting by implementing [Type] program to create daily spreadsheets.