1. Create routine financial reports, including [Type] and [Type].
2. Assisted with month-end closing processes and verified journal entries.
3. Developed and analyzed various budgets and performed financial statement analysis.
4. Assisted with account reviews and preparation for account reviews.
5. Prepared research reports on stock bonds and mutual funds as assigned by supervisor.
6. Reviewed weekly and monthly budget performance reports, ensuring all departments and agencies operated within allocated budgets and investigated excessive expenses and reporting discrepancies.
7. Performed complex financial and budget analysis to determine budget requirements, improve internal controls and justify requested funding from [Number] departments while managing $[Number] annual budget and supervising [Number] accounts payable clerks.
8. Interacted with contractors, subcontractors and suppliers to guide cost analysis process by establishing and enforcing policies and procedures.
9. Administered accounts payable, conducted general ledger and bank reconciliations and prepared monthly sales and used tax returns.
10. Improved financial status by analyzing results, monitoring variances and recommending actions to [Job title]s.
11. Collected data and developed detailed spreadsheets to identify trends and create revenue, profitability and expense forecasts.
12. Reviewed contracts financially impacting company and counseled executive leaders on impact contracts would have on company operations.
13. Solved complex problems for senior leadership to execute on-time and under-budget projects.
14. Reviewed monthly requisitions for accuracy and completeness, reconciled transactions and determined payment approval statuses.
15. Analyzed financial information related to payroll, capital projects, operating expenses, professional service contracts and office supplies and equipment to examine budget needs.
16. Handled internal and external inquiries and complaints submitted by accounts payable clerk, finance director and other department heads, providing outstanding customer service when resolving issues.
17. Created systems to organize municipal bond transactions and sales to strengthen operational efficiencies.
18. Monitored and analyzed financial, statistical and operational data trends.
19. Identified budget variances and recommended corrective actions, avoiding overruns and maintaining positive cash position.
20. Analyzed projects for capital deployment and helped structure multi-million dollar deals.