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