1. Reviewed contracts financially impacting company and counseled executive leaders on impact contracts would have on company operations.
2. Created systems to organize municipal bond transactions and sales to strengthen operational efficiencies.
3. Identified budget variances and recommended corrective actions, avoiding overruns and maintaining positive cash position.
4. 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.
5. Reviewed weekly and monthly budget performance reports, ensuring all departments and agencies operated within allocated budgets and investigated excessive expenses and reporting discrepancies.
6. Collected data and developed detailed spreadsheets to identify trends and create revenue, profitability and expense forecasts.
7. Helped to plan, coordinate and oversee [Type] projects.
8. Improved financial status by analyzing results, monitoring variances and recommending actions to [Job title]s.
9. 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.
10. Administered accounts payable, conducted general ledger and bank reconciliations and prepared monthly sales and used tax returns.
11. Analyzed projects for capital deployment and helped structure multi-million dollar deals.
12. Reviewed monthly requisitions for accuracy and completeness, reconciled transactions and determined payment approval statuses.
13. Interacted with contractors, subcontractors and suppliers to guide cost analysis process by establishing and enforcing policies and procedures.
14. Monitored and analyzed financial, statistical and operational data trends.
15. Analyzed financial information related to payroll, capital projects, operating expenses, professional service contracts and office supplies and equipment to examine budget needs.
16. Managed team of [number] employees, overseeing hiring, training, and professional growth of employees.
17. Delivered [product or service] to customer locations within specific timeframes.
18. Solved complex problems for senior leadership to execute on-time and under-budget projects.
19. Offered friendly and efficient service to all customers, handled challenging situations with ease.
20. Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.