1. Applied proper codes to invoices, files and receipts to keep records organized and easily searchable.
2. Organized budget documentation and tracked expenses to maintain tight business controls.
3. Mitigated impacts on financial accounting and business operations by working proactively to identify and resolve strategic concerns.
4. Compiled budget figures by reviewing past budgets, evaluating estimated income and assessing expenses.
5. Contributed to financial and operational risk reduction by evaluating effectiveness of controls and subsystems.
6. Investigated daily variances uncovered with [Type] and [Type] reports and corrected errors to resolve discrepancies.
7. Tracked [Type] business revenue and costs with [Software], diligently reconciling accounts to maintain high accuracy.
8. Analyzed and prepared annual budgets to contain costs, minimize losses and assure compliance with internal controls.
9. Contacted customers to immediately find resolutions for escalated issues, including [Type] issues.
10. Led daily general ledger entries, using double-entry accounting method and check backs.
11. Minimized losses and checked compliance with internal protocols by analyzing and preparing effective annual budgets.
12. Collected and arranged financial information and entered details into [Software] financial management system.
13. Trained [Number] employees on established practices and accounting protocols to eliminate workflow snarls and tracking concerns.
14. Reported financial data and updated financial records in ledgers and journals.
15. Input financial data and produced reports using [Software].
16. Controlled company expenses with skilled financial forecasting of [Type], [Type] and [Type] metrics.
17. Enhanced customer satisfaction [Number]% by uncovering and correcting outstanding financial problems, including [Type] and [Type] problems.
18. Used double-entry accounting methods and check backs to manage daily entries to general ledgers.
19. Stayed on top of applicable federal and state requirements to minimize legal and financial risks.
20. Inspected effectiveness of various systems and subsystems to manage and reduce operational risks [Number]%.