1. Used [Software] to calculate profitability, solvency and liquidity of specific companies.
2. Supervised accounts receivables and accounts payable for [Business].
3. Assisted with account reviews and preparation for account reviews.
4. Participated in conference calls and meetings and interacted with key leaders.
5. Assisted with month-end closing processes and verified journal entries.
6. Developed financial models for projects and presentations.
7. Maintained database by verifying information and recording new information when needed.
8. Conducted marketing research resulting in [Number] strong leads.
9. Analyzed and monitored statistical data trends.
10. Generated [Number] new clients through coldcalling techniques in [Year].
11. Create routine financial reports, including [Type] and [Type].
12. Developed and analyzed various budgets and performed financial statement analysis.
13. Analyzed [Number] projects ranging from $[Amount] to $[Amount] to maximize return on investment.
14. Prepared research reports on stock bonds and mutual funds as assigned by supervisor.
15. Prepared informational tax spreadsheets.
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. Analyzed financial information related to payroll, capital projects, operating expenses, professional service contracts and office supplies and equipment to examine budget needs.
18. Interacted with contractors, subcontractors and suppliers to guide cost analysis process by establishing and enforcing policies and procedures.
19. Reviewed monthly requisitions for accuracy and completeness, reconciled transactions and determined payment approval statuses.
20. Collected data and developed detailed spreadsheets to identify trends and create revenue, profitability and expense forecasts.