1. Reconciled all company accounts, including credit cards, employee expenses and commissions.
2. Applied proper codes to invoices, files and receipts to keep records organized and easily searchable.
3. Maintained accurate and complete documentation for all financial department procedures.
4. Completed bi-weekly payroll for company employees, including calculating taxes, vacation and sick time.
5. Organized budget documentation and tracked expenses to maintain tight business controls.
6. Monitored status of accounts receivable and payable to facilitate efficient processing.
7. Reported financial data and updated financial records in ledgers and journals.
8. Investigated and resolved internal accounting variances to keep records current.
9. Applied mathematical abilities on daily basis to calculate and check figures in all areas of accounting systems.
10. Entered figures using 10-key calculator to compute data quickly.
11. Evaluated employee expense reports and verified accuracy.
12. Reviewed general ledger entries and assessed accuracy.
13. Communicated with suppliers to reconcile invoice payments.
14. Processed payroll for approximately [Number] total employees.
15. Assessed data and information to verify entry, calculation and billing code accuracy.
16. Investigated daily variances uncovered with [Type] and [Type] reports and corrected errors to resolve discrepancies.
17. Used [Software] to complete payroll for [Number] employees and took detailed records of procedures.
18. Accurately and quickly prepared and delivered [Type] bank statements, including statements, deposits and ledgers.
19. Compiled budget figures by reviewing past budgets, evaluating estimated income and assessing expenses.
20. Completed financial reports to inform managers and stakeholders.