1. Conducted detailed technical and analytical review of federal/state corporate, partnership and S corporation tax returns, FAS 109 provisions, and quarterly estimates prepared by associates.
2. Reviewed financial documents to verify accounting data and mathematical accuracy.
3. Checked employee expense reports and submitted for signatures.
4. Compiled general ledger entries on short schedule with 100% accuracy.
5. Performed advanced reviews of business operational trends and expected obligations to prepare accurate forecasts.
6. Managed supplier accounts and built lasting relationships with suppliers.
7. Reconciled month-end totals for timely and accurate reporting of financial information.
8. Submitted weekly cash flow report that showed inflows, outflows and projections to controller.
9. Assisted with preparation of monthly financial statements.
10. Interacted with all necessary partners including vendors, upper management and peers.
11. Prepared journal entries and entered into system using [Software].
12. Enhanced budget administration by reviewing [Type] and [Type] reports, leveraging knowledge to strengthen controls and improve transparency.
13. Set up and improved accounting systems and processes to meet business needs and maximize effectiveness of operations.
14. Prepared and filed tax returns for about [Number] clients using tax software.
15. Maintained full [Area of expertise] compliance for [Type] business turning over $[Amount] in revenue per year.
16. Collaborated with [Job title]s for full compliance with governing bodies and limit regulatory risks.
17. Helped clients navigate interactions with tax authorities and legal concerns related to financial matters.
18. Evaluated and improved accuracy and completeness of [Type] financial records to boost regulatory compliance.
19. Generated and submitted invoices based upon established accounts receivable schedules and terms.
20. Managed complex finance projects under direction of senior management to meet deadlines and budget limitations.