1. Completed bi-weekly payroll for company employees, including calculating taxes, vacation and sick time.
2. Assessed data and information to verify entry, calculation and billing code accuracy.
3. Generated and submitted invoices based upon established accounts receivable schedules and terms.
4. Applied proper codes to invoices, files and receipts to keep records organized and easily searchable.
5. Compiled budget figures by reviewing past budgets, evaluating estimated income and assessing expenses.
6. Organized budget documentation and tracked expenses to maintain tight business controls.
7. Applied mathematical abilities on daily basis to calculate and check figures in all areas of accounting systems.
8. Prepared month-end closing entries for detailed reporting and recordkeeping.
9. Processed invoices and journal entries with efficiency and accuracy, resulting in decreased discrepancies.
10. Reached out to vendors and customers to verify information and follow up on client issues.
11. Successfully managed [Result] by implementing [Type] program to streamline [Task].
12. Tracked [Type] business revenue and costs with [Software], diligently reconciling accounts to maintain high accuracy.
13. Used [Software] to accurately manage over [Number] accounts worth $[Amount].
14. Projected financial standings for [Timeframe], using data to determine areas for improvement and suggest plans of action.
15. Investigated daily variances uncovered with [Type] and [Type] reports and corrected errors to resolve discrepancies.
16. Input financial data and produced reports using [Software].
17. Maintained [Number]% accuracy while processing $[Amount] worth of [Timeframe] payments.
18. Reorganized accounts payable processes, decreasing supplier payment delays from [Number] to [Number] days.
19. Produced month-end closing reports and provided actionable suggestions on remittance for quick resolution.
20. Handled trade payable documentation by reviewing month-end accruals.