1. Investigated all expenses not billed to customers and vetted employee reasoning.
2. Assessed, cleaned and closed out accounts with depleted funds upon project completion.
3. Reviewed project employee credentials and approved or rejected account access as appropriate.
4. Read, escalated and reported invoices for projects of varying size and complexity.
5. Provided timely actuals, forecast and budget data for IT and corporate management.
6. Authorized and reviewed funds transfers into and out of project accounts.
7. Reviewed and approved timesheets for project employees.
8. Drafted and submitted tax returns and government reports in proper format to IRS as required by law.
9. Contacted customers to immediately find resolutions for escalated issues, including [Type] issues.
10. Conducted audits and monitored expenditures to identify potential misuse of funds.
11. Set up and managed project accounting systems.
12. Worked with bank finance and completion guarantors to achieve funding goals.
13. Collected and arranged financial information and entered details into [Software] financial management system.
14. Reported and assessed project profitability to leadership.
15. Approved project write-offs for items not available for billing to or collection from customers.
16. Assessed and forwarded project overhead estimates in accordance with budgets.
17. Eliminated discrepancies by carefully reviewing budgets to prevent overspending and adhere to financial objectives.
18. Followed up with customers to collect specific financial information and verify details for preparation of annual 1095 forms.
19. Monitored project costs, developed job cost forecasts, managed cash flow and approved invoices for payment.
20. Drafted, analyzed and submitted numbers in reports for auditors quickly and efficiently.