1. Performed complex financial and budget analysis to determine budget requirements, improve internal controls and justify requested funding from [Number] departments while managing $[Number] annual budget and supervising [Number] accounts payable clerks.
2. Created systems to organize municipal bond transactions and sales to strengthen operational efficiencies.
3. Reviewed weekly and monthly budget performance reports, ensuring all departments and agencies operated within allocated budgets and investigated excessive expenses and reporting discrepancies.
4. 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.
5. Solved complex problems for senior leadership to execute on-time and under-budget projects.
6. Analyzed financial information related to payroll, capital projects, operating expenses, professional service contracts and office supplies and equipment to examine budget needs.
7. Identified budget variances and recommended corrective actions, avoiding overruns and maintaining positive cash position.
8. Reviewed contracts financially impacting company and counseled executive leaders on impact contracts would have on company operations.
9. Helped to plan, coordinate and oversee [Type] projects.
10. Reviewed monthly requisitions for accuracy and completeness, reconciled transactions and determined payment approval statuses.
11. Improved financial status by analyzing results, monitoring variances and recommending actions to [Job title]s.
12. Administered accounts payable, conducted general ledger and bank reconciliations and prepared monthly sales and used tax returns.
13. Interacted with contractors, subcontractors and suppliers to guide cost analysis process by establishing and enforcing policies and procedures.
14. Collected data and developed detailed spreadsheets to identify trends and create revenue, profitability and expense forecasts.
15. Monitored and analyzed financial, statistical and operational data trends.
16. Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
17. Served customers in a friendly, efficient manner following outlined steps of service.
18. Analyzed projects for capital deployment and helped structure multi-million dollar deals.
19. Eliminated downtime and maximized revenue by providing top project quality control.
20. Worked with [type] customers to understand needs and provide excellent service.