1. Enhanced accounting system efficiency and effectiveness through [Task] and [Task].
2. Eliminated discrepancies in finances by expertly documenting expenses, monitoring income, handling bank deposits and managing statements.
3. Monitored, verified and approved invoices and reviewed balances using financial software to assess balance sheet for variances.
4. Increased customer satisfaction by [Number]% by filing taxes effectively and resolving issues promptly.
5. Applied proper codes to invoices, files and receipts to keep records organized and easily searchable.
6. Verified accurate recordkeeping processes, effectively reducing financial inconsistencies.
7. Maintained and processed invoices, deposits and money logs.
8. Tracked expenses and income for [Number] [Type] businesses while organizing and maintaining bank statements for [Number] checking accounts.
9. Reviewed and filed financial documents, coded accounting entries for data processing and posted daily receipts and payments in accordance with all corporate protocols.
10. Used [Software] to complete payroll for [Number] employees and took detailed records of procedures.
11. Supported operations by communicating with customers, filing documents and managing data.
12. Maintained account accuracy by reviewing and reconciling checks monthly.
13. Established QuickBooks accounting system to reflect accurate financial records.
14. Organized and carried out efficient month-end, quarterly and year-end processes.
15. Complied with all established policies and performed bank reconciliations, accounts payable/receivable, invoicing, billing, collections, [Timeframe] balance records, vendor payments and profit and loss statements for [Number] clients.
16. Analyzed figures, postings and documents to maintain accounting program accuracy.
17. Diminished financial discrepancies and managed monetary transactions, including deposits and credit card transactions.
18. Assessed data and information to verify entry, calculation and billing code accuracy.
19. Entered financial information and payments to guarantee accurate and on-time payments for employees and vendors.
20. Proactively identified all accounting errors by developing cross-referencing databases.