1. Decreased invoicing and receivable cycle times by streamlining billing systems.
2. Partnered with auditors on annual audits and realized compliance with governmental tax guidelines.
3. Reviewed budgets, including capital appropriations and operating budgets, and communicated findings to senior management.
4. Reconciled balance sheets and streamlined best practices for balance sheet processes.
5. Handled month-end and year-end end finances by managing and reporting fixed assets and other data.
6. Helped clients navigate interactions with tax authorities and legal concerns related to financial matters.
7. Collaborated with bank representatives to negotiate capital requirements.
8. Gathered and analyzed employee, department and company-wide financial information.
9. Created [Timeframe] budgets worth over $[Amount] for [Number] different departments.
10. Tracked and documented all expenses.
11. Helped convert financial department systems from [Software] to [Software].
12. Calculated tax owed, prepared and submitted returns and upheld compliance with all applicable laws.
13. Monitored hiring, training, performance and development of on-site accounting leaders through [Action] and [Action].
14. Completed biweekly payroll and maintained employee records.
15. Oversaw team of [Number] accounting staff.
16. Developed and implemented effective accounting systems.
17. Enhanced budget administration by reviewing [Type] and [Type] reports, leveraging knowledge to strengthen controls and improve transparency.
18. Completed year-end closing processes with controllers and external auditors.
19. Performed advanced reviews of business operational trends and expected obligations to prepare accurate forecasts.
20. Reconciled accounts and created documents for [Timeframe] closure procedures.