1. Tracked financial progress by creating quarterly and yearly balance sheets.
2. Helped clients navigate interactions with tax authorities and legal concerns related to financial matters.
3. Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and all types of cash and banking reconciliations.
4. Conducted detailed technical and analytical review of federal/state corporate, partnership and S corporation tax returns, FAS 109 provisions, and quarterly estimates prepared by associates.
5. Strengthened financial management processes to bring errors to near-zero in reporting, payroll administration and general bookkeeping.
6. Reviewed accounting structures and procedures on regular basis to identify areas in need of improvement.
7. Maintained full [Area of expertise] compliance for [Type] business turning over $[Amount] in revenue per year.
8. Proactively researched technical tax issues related to consulting projects.
9. Set up and improved accounting systems and processes to meet business needs and maximize effectiveness of operations.
10. Drove client satisfaction by identifying maximum adjustments, deductions and credits.
11. Evaluated and improved accuracy and completeness of [Type] financial records to boost regulatory compliance.
12. Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
13. Managed entire accounting cycle including gathering information, preparing documents, finalizing reports and closing books.
14. Enhanced budget administration by reviewing [Type] and [Type] reports, leveraging knowledge to strengthen controls and improve transparency.
15. Identified and investigated variances to financial plans and forecasts.
16. Monitored [Number]-employee team while handling day-to-day accounting processes and financial accuracy.
17. Improved efficiency of operations, including data collection, analysis and modeling, to enhance practices and increase customer retention.
18. Created budgets and forecasts for management group in alignment with accounting deadlines.
19. Reconciled accounts and reviewed all materials, including surplus, income, expense data, net worth and assets.
20. Supported monthly reporting analysis to achieve validation of internal reports and to reconcile production operations and general ledger.