1. Mitigated risk by implementing internal controls and safeguards for revenues and expenditures.
2. Maximized year-end tax benefits by efficiently managing cash flows.
3. Introduced internal controls to monitor critical areas of financial control and devised [Type] corrective actions to address risks or deficiencies.
4. Prepared corporate fiscal and business plans to help strategically direct business operations and strengthen controls.
5. Provided treasury and cash management by overseeing reconciliation of banking activity, credit card processing and sales tax returns.
6. Worked with [Number] executives to create annual budget and track actual expenses against projected expenses.
7. Used [Software] and [Software] to prepare external audit documentation and financial reports to assist management in operational planning and key decision making.
8. Boosted compliance rates [Number]% through contract audit procedure strategies.
9. Formulated strategic plans and supported tactical initiatives to execute cost-savings deliverables, saving $[Amount] per [Timeframe].
10. Achieved $[Amount] in cost savings by implementing in-house benefits and payroll systems for over [Number] employees.
11. Implemented new automated billing reminder system, slashing past-due accounts [Number]%.
12. Updated and reviewed financial reporting packages and managed financial reporting processes, including [Task] and [Task].
13. Managed daily financial functions in collaboration with accounting and payroll personnel.
14. Reviewed processes and procedures to guide program implementation and optimize auditing.
15. Created and distributed reports on internal and external finances, audits and budgets.
16. Calculated salesperson commissions based on established parameters and disbursed [Timeframe] payments.
17. Managed [Number] financial statement reviews in [Timeframe] to coordinate variance reporting.
18. Assisted in upper-level decision making by creating comprehensive financial reports and collaborating with finance and accounting departments.
19. Organized and maintained [Company]'s budget and financial administration for [Number] business segments.
20. Developed new payroll system, saving over [Number] hours per [Timeframe] for accounting department.