1. Solved complex problems for senior leadership to execute on-time and under-budget projects.
2. Monitored and analyzed financial, statistical and operational data trends.
3. Created systems to organize municipal bond transactions and sales to strengthen operational efficiencies.
4. Collected data and developed detailed spreadsheets to identify trends and create revenue, profitability and expense forecasts.
5. 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.
6. Helped to plan, coordinate and oversee [Type] projects.
7. Interacted with contractors, subcontractors and suppliers to guide cost analysis process by establishing and enforcing policies and procedures.
8. Analyzed financial information related to payroll, capital projects, operating expenses, professional service contracts and office supplies and equipment to examine budget needs.
9. Reviewed monthly requisitions for accuracy and completeness, reconciled transactions and determined payment approval statuses.
10. Administered accounts payable, conducted general ledger and bank reconciliations and prepared monthly sales and used tax returns.
11. Improved financial status by analyzing results, monitoring variances and recommending actions to [Job title]s.
12. Reviewed weekly and monthly budget performance reports, ensuring all departments and agencies operated within allocated budgets and investigated excessive expenses and reporting discrepancies.
13. Analyzed projects for capital deployment and helped structure multi-million dollar deals.
14. Reviewed contracts financially impacting company and counseled executive leaders on impact contracts would have on company operations.
15. 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.
16. Completed [task] to ensure compliance with relevant [type] regulations.
17. Actively listened to customers, handled concerns quickly and escalated major issues to supervisor.
18. Identified budget variances and recommended corrective actions, avoiding overruns and maintaining positive cash position.
19. Maintained and repaired facilities, equipment and tools to achieve operational readiness, safety and cleanliness.
20. Maintained excellent attendance record, consistently arriving to work on time.