1. Completed financial reports to inform managers and stakeholders.
2. Balanced reports to submit for approval and verification.
3. Evaluated employee expense reports and verified accuracy.
4. Spotted inefficiencies and weaknesses in current systems and deployed methods to improve efficiency.
5. Reconciled all company accounts, including credit cards, employee expenses and commissions.
6. Maintained accurate and complete documentation for all financial department procedures.
7. Received, reviewed and verified validity and completeness of appropriation, accounting and financial data, including disbursements and collections.
8. Extracted and manipulated data using [Software] system and [Technique].
9. Supervised team of [Number] accounting associates.
10. Reconciled [Timeframe] balance sheet figures in [Software] and sought assistance to reduce errors.
11. Monitored status of accounts receivable and payable to facilitate efficient processing.
12. Employed self-review and analytical review techniques to proactively identify fundamental errors.
13. Fulfilled senior-level responsibilities to embrace business values.
14. Interacted with clients and obtained cost and budget information to draft and manage accounts.
15. Demonstrated commercial awareness and time management skills through work on budget and task organization.
16. Reviewed general ledger entries and assessed accuracy.
17. Gained knowledge of accounting principles and standards and general business practices to evaluate financial data and transactions.
18. Communicated with suppliers to reconcile invoice payments.
19. Measured revenues, automated accounting systems and internal controls to evaluate financial data and transactions.
20. Prepared straightforward [Timeframe] tax returns and explained expected refund or income tax liability and due date for payment.