1. Streamlined financial reporting by implementing [Type] program to create daily spreadsheets.
2. Increased customer satisfaction by [Number]% by filing taxes effectively and resolving issues promptly.
3. Achieved [Result] by quickly and efficiently reviewing company purchase documents and receipts.
4. Maintained accurate forecasting and financial recordkeeping while tracking over [Number] [Type] accounts worth up to $[Amount].
5. Tracked expenses and income for [Number] [Type] businesses while organizing and maintaining bank statements for [Number] checking accounts.
6. Maintained excellent financial standings by working closely with [Job title] to processes business transactions.
7. Verified deposits, rectified discrepancies and processed end-of-day paperwork using [Software] with [Number]% accuracy.
8. Established QuickBooks accounting system to reflect accurate financial records.
9. Managed and updated financial accounts and permanent records for more than [Number] current clients.
10. Introduced new accounting, financial and operational systems to maximize efficiency and recordkeeping accuracy.
11. Managed complex finance projects under direction of senior management to meet deadlines and budget limitations.
12. Implemented new accounting processes to decrease spending and work flow downtime.
13. Entered financial information and payments to guarantee accurate and on-time payments for employees and vendors.
14. Reviewed account documentation for over [Number] accounts, rectified issues and contacted vendors about account changes.
15. Tracked financial progress by creating quarterly and yearly balance sheets.
16. Assisted day staff by completing daily computer backups, virus checks and program updates.
17. Organized budget documentation and tracked expenses to maintain tight business controls.
18. Reviewed account data and activity to devise financial estimation reports and adjustments.
19. Accurately and quickly prepared and delivered [Type] bank statements, including statements, deposits and ledgers.
20. Monitored, verified and approved invoices and reviewed balances using financial software to assess balance sheet for variances.

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