* **Fixed Assets Inventory Management:**
* Invested 5 hours meticulously counting fixed assets across the 3rd to 5th floors of the Bellevue office, ensuring inventory accuracy.
* Planned a follow-up inventory count scheduled for September, including the implementation of inventory labeling for improved tracking.
* **Manual Check Reconciliation Template Development:**
* Developed a comprehensive manual check reconciliation template for month-end processes.
* The template has significantly enhanced efficiency and accuracy in reconciliation efforts. Identified and rectified an error dating back to 2021 when we filed unclaimed property, demonstrating how the template eliminates human errors and improves accuracy across various tasks.
* **Expense Analysis and Review:**
* Take responsibility to review and analyze monthly and quarterly expense fluctuations.
* This role expanded my understanding of expenses beyond cash desk tasks, contributing to a better grasp of overall company expenses.
* **Tax List Creation:**
* Collaborated with the team to construct a comprehensive tax list for a critical tax project. The AP team can create GCI and draft payables for tax payments, significantly streamlining the process.
* Resulted in time savings, reduced workload for the tax team, and accelerated payment processing.
* **ACHD List Management:**
* Monitored the ACHD list, proactively rejecting payments corresponding to branch reversals.
* Ensured the ACHD list remains concise and manageable, so that it is easier for us to check fraud filter.
* Initiated communication with branches to address outstanding draft payments dating back to 2022 and 2021.
* **Outsourced Check Branch Address List:**
* Compiled an up-to-date address list, including branch manager information, for all 52 branches.
* This list is essential for outsourcing check cutting to Wells Fargo, ensuring smooth operations.
* **Continuous Learning and Support:**
* Actively engaged in learning about VPS, W8, and GCI reports from the Accounts Payable (AP) team.
* Strived to assist the team by applying newfound knowledge to support their operations.