## [ ]  General Ledger & Journal Entries

[ ]  Ensure the general ledger is reconciled with sub-ledgers

[ ]  Review one-off business events and ensure they are properly translated in journal entries

[ ]  Ensure all bank statements are reconciled with the general ledger

[ ]  Review and post all regular & adjusting journal entries
[ ] Ensure all recurring journal entries are accurate and posted
[ ]  Ensure all expenses are recorded in the correct period & are properly classified
[ ]  Ensure all revenues are recorded in the correct period
[ ]  Adjust and review prepaid expenses
[ ]  Review depreciation and amortization entries

## [ ]  Payroll & Benefits

[ ]  Ensure all payroll transactions are processed and recorded

[ ]  Reconcile payroll accounts with the general ledger

[ ]  Record employee benefits and employer contributions

[ ]  Review and adjust compensation accruals as necessary

[ ]  **Compliance & Internal Controls**

[ ]  Ensure compliance with relevant laws, regulations, and policies

[ ]  Conduct internal audits on various processes

[ ]  Assess and enhance internal control systems as necessary

[ ]  Ensure all month-end closing procedures are documented and updated

[ ]  **Accounts Receivable**

[ ]  Ensure all invoices are generated and sent

[ ]  Record all customer payments received

[ ]  Review and follow up on overdue accounts

[ ]  Based on the assessment of collectibility

[ ]  Ensure they are properly recorded

[ ]  **Inventory & Cost of Goods Sold**

[ ]  Conduct physical inventory counts and adjust quantities

[ ]  Adjust inventory values as necessary

[ ]  Ensure COGS are correctly recorded
[ ]  Adjust values as necessary

[ ]  **Miscellaneous**

[ ]  Reconcile intercompany accounts

[ ]  Ensure accuracy of subsidiary accounts & consolidate with the parent company

[ ]  Update currency exchange rates for foreign currency transactions
[ ]  Review key financial ratios for insights and trends

[ ]  **Taxes**

[ ]  Ensure all tax-related accounts are properly reconciled

[ ]  Calculate and record sales tax payable

[ ]  Prepare and make any tax payments due

[ ]  Adjust as necessary based on applicable tax laws

[ ]  **Accounts Payable**

[ ]  Record all vendor invoices received

[ ]  Process and record all vendor payments

[ ]  Follow up on unpaid invoices

[ ]  Ensure they are properly recorded

[ ]  **Financial Reporting**

[ ]  Generate income statement, balance sheet, and cash flow statement

[ ]  Ensure accuracy and completeness of all financial statements

[ ]  Send financial reports to management and other stakeholders

[ ]  Analyze variances and report significant discrepancies

[ ]  Prepare commentaries and recommendations for the management

[ ]  **Final Review & Approval**

[ ]  Ensure all reconciliations are complete and accurate

[ ]  Have all journal entries reviewed and approved by the appropriate personnel

[ ]  Ensure accuracy and consistency of financial data across all systems

[ ]  Finalize and approve all financial statements for distribution

[ ]  Have management review all reports and statements

[ ]  Ensure all adjustments have a clear and detailed audit trail

[ ]  Backup all financial data and secure appropriately

[ ]  Coordinate with external auditors as necessary

[ ]  Set up new month files, folders, and spreadsheets

[ ]  Officially close the accounting period in the accounting system

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