EFFICIENT FINANCE & ACCOUNTING OPERATIONS



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TRAINING CENTER

GENTEX Training Center LLC | Orlando - FL, USA
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Introduction

Efficient Finance & Accounting Operations Training Course builds the operational excellence capability that finance managers, controllers, and process owners need to run the finance function at lower cost and higher reliability. Finance operations handle high volumes of repetitive work: purchase-to-pay, order-to-cash, record-to-report, and payroll. Volume alone does not create cost. Inefficient processes, manual handoffs, and rework create it. This course develops the discipline that removes that waste. It covers process mapping, standardisation, and shared services. Furthermore, it applies automation, digital tools, and performance measurement. In addition, it develops controls, compliance, and continuous improvement. As a result, participants run finance operations that are faster, cheaper, and better controlled.

Efficient Finance & Accounting Operations Course Objectives

- Map finance and accounting processes and identify waste.
- Apply standardisation and process redesign techniques.
- Design shared service and centre of excellence models.
- Apply the purchase-to-pay cycle with control points.
- Apply the order-to-cash cycle with collection efficiency.
- Apply the record-to-report cycle with faster close routines.
- Apply robotic process automation to repetitive finance tasks.
- Apply service level agreements and performance metrics.
- Apply internal controls, segregation of duties, and audit readiness.
- Apply continuous improvement and lean finance methods.

Course Methodology

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- Interactive lectures with real finance operations cases.
- Process mapping and value stream analysis workshops.
- Cycle design, automation, and control exercises.
- Performance measurement and improvement practice.
- Structured peer review with facilitator feedback on process designs.

Who Should Take This Course

- Finance managers and shared service leads.
- Financial controllers and accounting supervisors.
- Accounts payable and receivable managers.
- Record-to-report and close process owners.
- Process improvement and automation specialists.
- Internal auditors reviewing finance operations.

Efficient Finance & Accounting Operations Course Outlines

Day 1: Finance Operations Foundations and Process Mapping

- Finance operating model components and service delivery.
- Process mapping, swimlane diagrams, and value stream analysis.
- Cycle time, touch time, and waiting time measurement.
- Identifying waste: rework, handoffs, and approvals.
- Standardisation, simplification, and documentation.

- Finance operating model maturity assessment.
- Case study: mapping a finance process and locating inefficiency.

Day 2: Purchase-to-Pay and Order-to-Cash Efficiency

- Purchase requisition, purchase order, and receipt cycles.
- Invoice processing, three-way matching, and exception handling.
- Payment run scheduling and early payment discount decisions.
- Vendor master data and duplicate payment controls.
- Order-to-cash: credit, invoicing, collections, and cash application.
- Days sales outstanding reduction techniques.
- Workshop: redesigning a purchase-to-pay or order-to-cash process.

Day 3: Record-to-Report and Faster Close

- Chart of accounts and journal entry design.
- Intercompany and reconciliation routines.
- Month-end and year-end close task sequencing.
- Soft close, hard close, and continuous close concepts.
- Reporting packs, variance analysis, and review routines.
- Consolidation systems and data validation controls.
- Workshop: building a close calendar and checklist.

Day 4: Automation, Digital Tools, and Shared Services

- Robotic process automation for reconciliation and data entry.
- Workflow tools, approval routing, and digital signatures.
- ERP, e-invoicing, and optical character recognition tools.

- Shared service centre design and service level agreements.
- Key performance indicators: cost per invoice and per transaction.
- Business continuity and peak volume handling.
- Workshop: designing an automation roadmap for a finance process.

Day 5: Controls, Compliance, and Continuous Improvement

- Internal controls and segregation of duties in finance processes.
- Fraud risk points in payables, receivables, and payroll.
- Audit readiness, evidence, and documentation standards.
- Lean and Six Sigma tools applied to finance operations.
- Continuous improvement, root cause analysis, and corrective action.
- Change management and capability building.
- Course review, assessment, and action planning.

Conclusion

By successfully completing Efficient Finance & Accounting Operations, participants will gain a thorough understanding of finance process mapping and waste elimination, purchase-to-pay and order-to-cash efficiency, record-to-report and faster close, automation and shared service design, and controls, compliance and continuous improvement. They will also acquire practical skills in finance process mapping and redesign, purchase-to-pay and order-to-cash optimisation, record-to-report and close cycle acceleration, and finance automation, control and continuous improvement. In addition, the course prepares them to deliver finance operations that are efficient, controlled, and measurable. Gentex Training Center delivers this programme with a strong focus on applied process improvement and control-ready design.

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FAQs for Efficient Finance & Accounting Operations course

Q1 What is the "Efficient Finance & Accounting Operations" course about?

It is a five-day programme on running the finance function efficiently. It covers finance process mapping and waste elimination, purchase-to-pay and order-to-cash efficiency, record-to-report and faster close, automation and shared service design, and controls, compliance and continuous improvement.

Q2 What are the key benefits of the "Efficient Finance & Accounting Operations" course?

Participants reduce finance operating cost and improve reliability. The course improves process mapping and standardisation, sharpens payables and receivables cycle times, strengthens close routines and reporting accuracy, improves automation and shared service design, and raises control quality and audit readiness.

Q3 What skills will I gain from the "Efficient Finance & Accounting Operations" course?

Participants gain finance process mapping and redesign, purchase-to-pay and order-to-cash optimisation, record-to-report and close cycle acceleration, and finance automation, control and continuous improvement. These four skills cover the practical core of finance operations work.

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Q4 What tools, methods, or standards are covered in the "Efficient Finance & Accounting Operations" course?

The course covers finance operating model components, process mapping and swimlane diagrams, value stream analysis, cycle time, touch time and waiting time measurement, waste identification across rework and handoffs, standardisation and documentation, purchase requisition and purchase order cycles, three-way matching, invoice exception handling, payment run scheduling and early payment discount analysis, vendor master data controls, duplicate payment detection, credit and collections management, cash application, days sales outstanding reduction, chart of accounts and journal entry design, intercompany and reconciliation routines, month-end and year-end close sequencing, soft close and continuous close concepts, reporting packs and variance analysis, consolidation systems and data validation, robotic process automation, workflow tools and approval routing, ERP and e-invoicing, optical character recognition, shared service centre design, service level agreements, cost per invoice and per transaction metrics, business continuity and peak volume handling, internal controls and segregation of duties, fraud risk points, audit readiness and documentation, lean and Six Sigma tools, root cause analysis, and corrective action planning.

Q5 How is the "Efficient Finance & Accounting Operations" course applied in real-world practice?

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Participants apply the methods to real and simulated finance operations. They map finance processes and quantify waste, redesign payables and receivables cycles, implement three-way matching and duplicate payment controls, shorten close calendars, build reporting packs, select automation opportunities, design shared service structures and service level agreements, set cost-per-transaction metrics, assess fraud risk points, prepare audit evidence, and run continuous improvement cycles. Many leave with a process mapping template, a close calendar structure, and an automation roadmap ready to use.