

# 年终出纳个人工作总结



演讲者：



导师：

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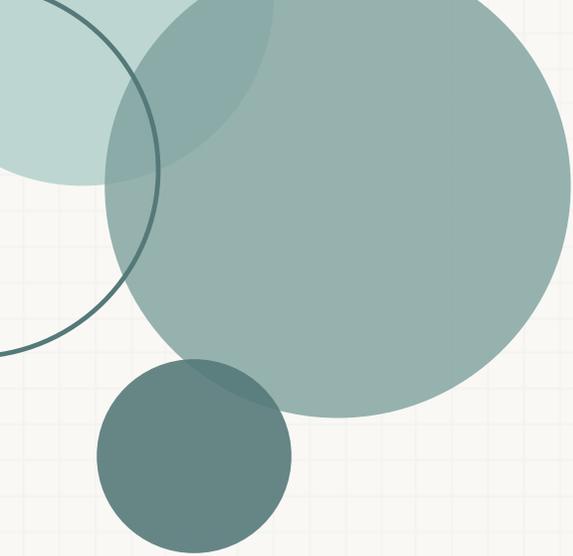
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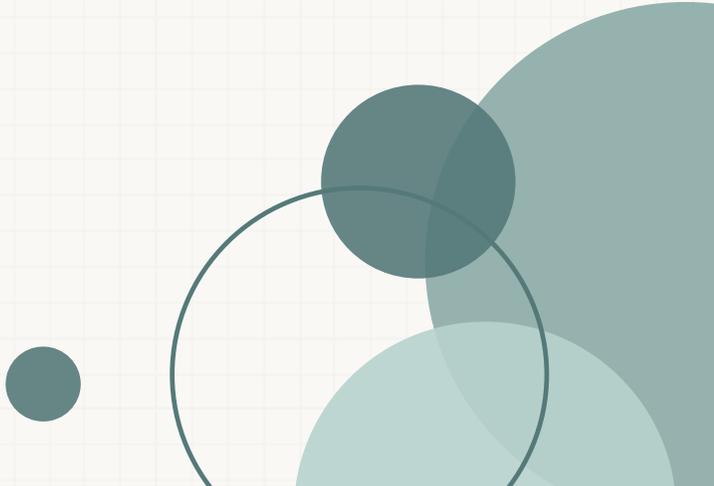
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# 引言

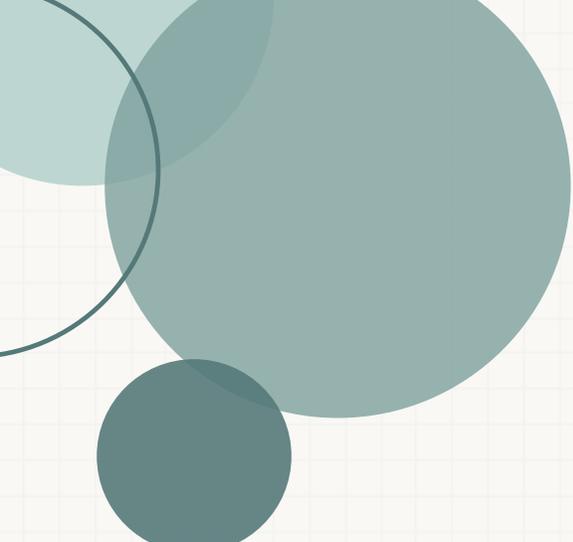
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# 引言

时光荏苒，  
转眼间又到了  
年终总结  
的时刻

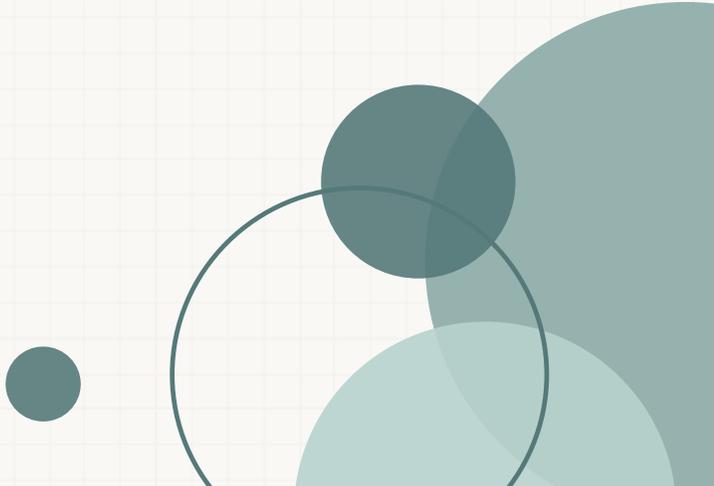
作为公司的  
一名出纳，  
我深感责任  
重大

我将就过去一  
年的工作进行  
总结，分享我  
的工作成果和  
经验教训，同  
时也展望未来

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# 工作内容概述

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# 工作内容概述

## 工作内容概述



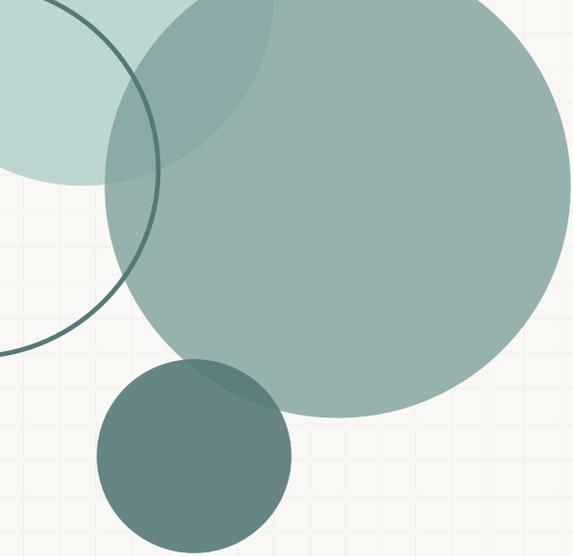
1. 资金管理：本年度，我主要负责公司的资金管理工作，包括日常收支、报销审核、现金管理、银行转账等。通过规范的操作流程和严格的资金管理措施，确保了公司资金的安全与合规



2. 报表编制：按时完成月度、季度及年度的财务报表编制工作，包括现金流量表、资产负债表和利润表等。这些报表为公司提供了重要的财务数据支持，帮助公司管理层做出正确的决策

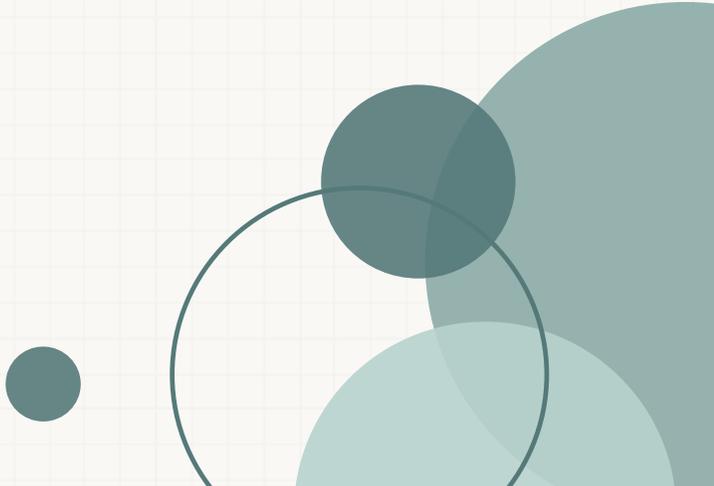


3. 税务申报：负责公司的税务申报工作，包括增值税、企业所得税等。通过准确计算税款、及时申报，确保公司遵守国家税收法规，避免税务风险



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# 重点成果与亮点展示



# 重点成果与亮点展示

## 1. 提高工作效率

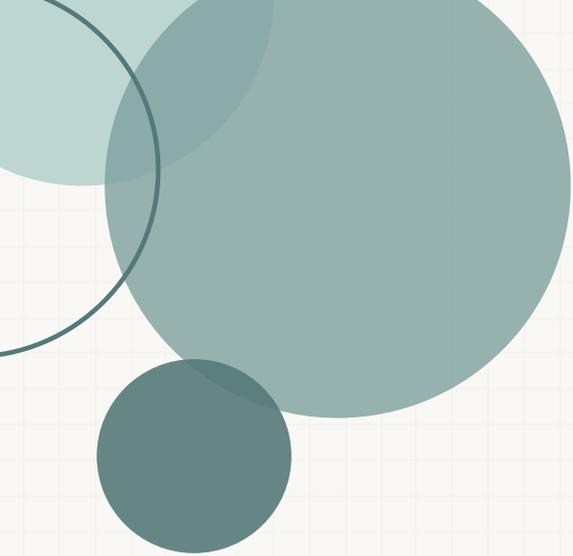
通过优化工作流程，引入自动化工具，提高了工作效率。例如，使用电子化报销系统，减少了纸质单据的传递时间，提高了工作效率

严格遵守公司财务制度，规范操作流程，有效降低了财务风险。同时，加强与会计、审计等部门的沟通协作，确保财务数据的准确性和可靠性

## 2. 降低财务风险

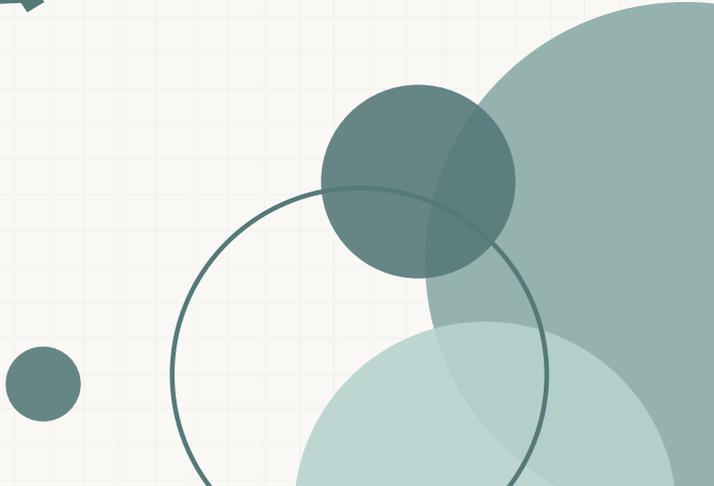
## 3. 获得荣誉与认可

因在财务工作中的突出表现，我荣获了“优秀员工”称号。这一荣誉不仅是对我个人的肯定，也是对公司财务工作的认可

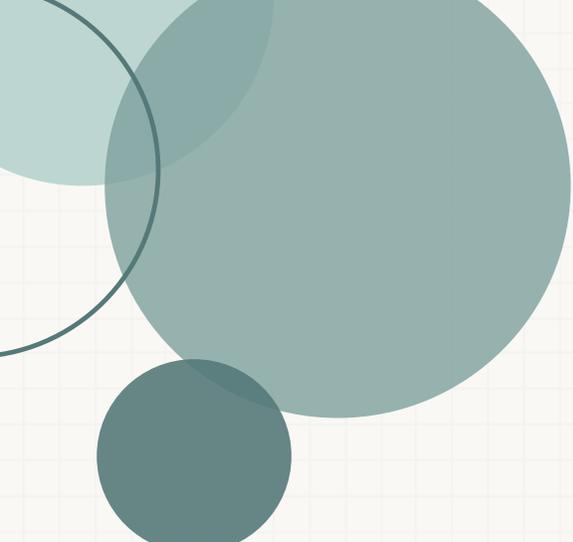
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# 工作经验与心得体会

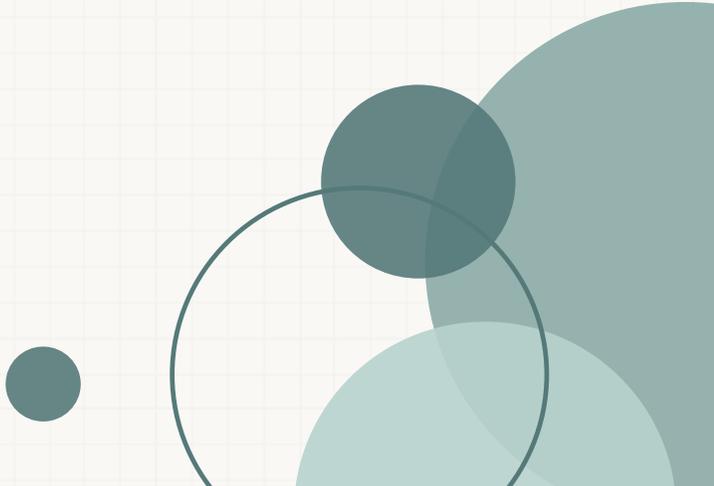
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# 未来规划与展望

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