

Some Guy, CPA

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PROFESSIONAL EXPERIENCE

Public Accounting Firm Name

Big City, State

Senior Accountant

December 2020 – June 2021

- Led the preparation of financial statements and tax returns for a portfolio of investments totaling over \$100 million
- Mentored and provided feedback to interns and staff accountants in the preparation of financial statements and tax returns
- Researched and analyzed FASB Accounting Standards Codification and IRS publications to propose solutions to complex GAAP and tax issues
- Developed and strengthened relationships with clients and investors by providing advice and guidance regarding GAAP and tax compliance

Staff Accountant

January 2019 – November 2020

- Prepared over 100 engagements, including audits, tax returns, reviews and agreed-upon procedures, for partnerships, corporations and non-profit organizations
- Compiled standard, combined and consolidated financial statements based on audited financial information
- Conducted risk assessments, implemented substantive procedures and reconciled financial information
- Managed over 200 confirmation requests to banks, investors, borrowers and government agencies

Volunteer Income Tax Assistance

Small City, State

Advanced Tax Preparer

January 2018 – April 2018

- Guided certified tax preparers in preparing tax returns and supporting underprivileged taxpayers
- Assisted quality reviewers in examining tax returns for completeness and accuracy
- Addressed taxpayers' questions and concerns regarding tax compliance

Certified Tax Preparer

January 2016 – April 2016

- Prepared over 30 individual income tax returns for taxpayers
- Interviewed taxpayers to determine applicable tax deductions and exemptions

EDUCATION

State Board of Accountancy

Certified Public Accountant (license #123456)

August 2021

University of State, Small City

Bachelor of Science in Accounting

June 2018