

JESSICA CLAIRE

100 Montgomery St. 10th Floor
(555) 432-1000 - resumesample@example.com

PROFESSIONAL SUMMARY

Detailed-oriented Accountant with 20 years effectively maintaining accurate accounting information for financial organizations. History working as part of a financial team to manage diverse financial functions, tax filings and regulatory compliance. Detail oriented with extensive knowledge of cash and record maintenance and comprehensive account reconciliations.

SKILLS

- Intuit QuickBooks specialist
- Tax Accounting Specialization
- Tax Law Understanding
- Superior attention to detail
- Bookkeeping
- MS Office Suite
- Partnership accounting
- Administrative support
- Account Reconciliation
- Business Knowledge

WORK HISTORY

05/2021 to Current **Accountant**

Bancfirst Corporation – Stroud, OK

- Gathered financial information, prepared documents and closed books.
- Created budgets and forecasts for management group to meet regular accounting deadlines.
- Conducted technical and analytical reviews of tax returns to check for accuracy and qualified deductions.
- Set up and improved accounting systems and processes to meet business needs and maximize operational success.
- Reconciled accounts and reviewed expense data, net worth and assets.
- Researched technical tax issues to define tax effect or impact of certain tax positions.
- Maintained up-to-date knowledge on professional accounting standards to manage financial recordkeeping.
- Offered advice and direction to help clients better understand financial goals.
- Prepared and filed tax forms to meet needs of customers.
- Handled day-to-day accounting processes to drive financial accuracy.
- Gathered data on taxable income, deductibles and allowances for tax preparation.

03/2014 to 12/2017 **Accounting Manager**

Alumni Venture Funds – Manchester, NH

- Managed banking reconciliations and monthly balance sheet statements.
- Bolstered revenues by creating codes for accounting tasks, cost estimation and revenue generation.
- Performed banking, business administration and financial tasks to guarantee five-star service for clients.
- Reduced liabilities by accurately managing tax statements, mailings, journal entries, payments and transfers.
- Managed journal entries, collection efforts, reconciliations and payroll processing.

12/2011 to 05/2012 **Tax Professional**

H&R Block – Fresno, CA

- Completed and filed returns with tax departments at local, state and federal levels.
- Prepared tax returns for clients in various industries according to government regulations and requirements.
- Maintained complete records of client tax returns and supporting documentation in secured areas.
- Reviewed available data and compared against tax code to determine exemptions, deductions and potential liabilities.
- Provided information about available products and services to clients, resulting in increased business opportunities.
- Facilitated communication between clients and tax authorities.
- Facilitated integration of modern tax software with client accounting software.
- Prepared written responses or tax return amendments to resolve state and federal notices.
- Reviewed clients tax filing papers thoroughly to determine eligibility for additional tax credits or deductions.
- Prepared tax returns, extensions, tax planning calculations and write-ups for organizations and entities.

12/2004 to 05/2010 **Senior Tax Advisor**

Dte Energy – Gaylord, MI

- Delivered comprehensive tax documentation required for accurate individual and corporate returns.
- Consulted with clients to assess and mitigate future tax liabilities and determine eligibility for tax abatement.
- Facilitated communication between clients and tax authorities.
- Contacted IRS or other relevant government organizations on behalf of client to address issues related to tax self-preparation.
- Reviewed available data and compared against tax code to determine exemptions, deductions and potential liabilities.
- Prepared tax returns, extensions, tax planning calculations and write-ups for organizations and entities.
- Reviewed clients tax filing papers thoroughly to determine eligibility for additional tax credits or deductions.
- Interviewed clients to collect information and gather necessary paperwork prior to preparing tax returns.
- Completed and filed returns with tax departments at local, state and federal levels.
- Prepared written responses or tax return amendments to resolve state and federal notices.
- Provided information about available products and services to clients, resulting in increased business opportunities.
- Prepared tax returns for clients in various industries according to government regulations and requirements.
- Maintained complete records of client tax returns and supporting documentation in secured areas.

EDUCATION

02/2021

Bachelor of Science: Accounting

Indian River State College - Ft. Pierce, FL

08/2015

Associate of Arts: Accounting

Indian River State College - Ft. Pierce, FL

04/2002

Associate of Applied Science: Accounting And Business Management

Berkeley College - New York, NY