

Tax Preparer Tax Preparer Tax Preparer - FTK Karall Company Chicago, IL Work Experience Tax Preparer FTK Karall Company - Chicago, IL February 2018 to Present Prepare Balance Sheet and Income Statement annually in preparation for tax filings Review financial records such as income statements and documentation of expenditures to make necessary adjustments or closing entries when needed Assist clients in gathering relevant data needed for tax preparation by interviewing clients to obtain financial information Prepare or assist in filing individual and business income tax returns Compute taxes owed or overpaid, using Pro Series, and complete relevant forms, following tax form instructions and tables Answer calls from clients and potential clients to answer tax questions or book preparation appointments Assist clients with tax planning to ensure they meet both tax and financial goals Educate clients by explaining federal and state tax laws to individuals and small business owners Bookkeeper Record, prepare and file monthly state, city or county taxes due Record bank and credit card transactions of small business monthly in bookkeeping software, spreadsheets or database Verify the accuracy of financial transactions by completing bank reconciliations monthly to Executive Assistant (Network Assistant) Academy for Urban School Leadership - Chicago, IL December 2017 to February 2018 Gather data on daily debit card purchases for entry into accounting database Enter daily and monthly expenses into accounting database for processing and payment Resolved vendor billing disputes for Finance department Collected and prepared bank cash deposits Distributed mail to office and Network staff, prepared mail and other documents for distribution Provided administrative and clerical support to departments and individuals Coordinate executive communications, including taking calls, responding to emails and interfacing with clients Maintain an organized filing system of paper and electronic documents Assisted with special projects as needed Accounting Specialist Event Creative LLC - Chicago, IL July 2017 to October 2017 Managed daily accounts receivable and payable by issuing invoices for signed contracts and making payments for invoices or purchase orders presented Managed online banking accounts, issued ACH payments, transfer funds and monthly bank reconciliations Managed payroll database (new employee set up)- verified, corrected, and compiled payroll for each pay period Handled daily or weekly cash deposits

Prepared journal entries to record revenue and expenditure activity Accounting Specialist/
Administrator Northwestern University, McCormick School - Evanston, IL December 2016 to May
2017 Contract) Reviewed month-end Budget Statements and prepared correction Journal Entries
if needed Provided administrative support to seven research labs for all purchase requests
Performed account reconciliations; troubleshoot and analyzed discrepancies with assistance from
relevant departments Coordinated sale or other form of disposal of fixed assets purchase by labs
supported Served as backup for other Account Specialist when they are out of the office
Analyzed the budget trends and made recommendations for cost control and reduction for various
grants Enforced the grants Federal and Institutional requirement and implementation for the
organization Kept the relevant individuals informed about upcoming project deadlines and
balances, thus; ensured smooth completion of work responsibilities Assigned to perform clerical
and personal support to Research Professors Assisted with special projects as needed
Bookkeeper Bernstein & Seidman - Scarsdale, NY February 2015 to December 2016 Reconciled
and maintained books small entities on a monthly basis for company tax filing preparations Kept
company accounts up to date by posting monthly or daily transactions to GL Prepared sales tax
reports where necessary for clients when needed Assisted with audits providing the documents
necessary to support audit procedures and preparations Gathered documents needed for IRS or
when audits are conducted on personal and corporate books Offered administrative support for
CAP'S in office, performed duties as requested in every department Accounts Receivable and
Payable Manager/Tax Preparer Managed accounts receivable for residential rental property;
prepared and maintained invoicing procedures for each resident Collected outstanding tenant
balances as quickly as possible by creating applying collection best practices Utilized various AR
reports to target aged balances for collection in order to meet and maintain performance goals as
set by management Effectively participated in weekly meetings and conference calls with property
management to set goals and evaluate building's performance Researched and corrected cash
application of misapplied funds and payments on account for tenant accounts Maintained
communication with direct Manager and promptly followed up with other departments as needed

Managed evictions for Eastbrook Towers in accordance to Connecticut state laws to reduce uncollectable accounts Responsible for coordinating the day to day Accounts Payable functions while ensuring accurate and timely processing of invoices and payments Executed due diligence process for the returns being prepared ensuring we have accurate and adequate documents for the tax preparation process Collated both corporate and personal tax returns for filing with the IRS Prepared both corporate and personal taxes for several clients Assisted and prepared Sales and Use Tax returns for quarterly filers according to New York State Law Education Bachelor's degree in Business Management in Business Management Monroe College - New Rochelle, NY December 2013 Associates degree in Business Management & Accounting in Business Management and Accounting Antigua & Barbuda International Institute of Technology - Saint Georges, DE June 2011 Skills Accounting, Quickbooks, Excel, Microsoft office, Outlook, Powerpoint, Microsoft Word, Receptionist, Customer Service Additional Information TECHNICAL SKILLS Proficient in Microsoft Office Suite (Word, Access, Excel, PowerPoint, Outlook), and Solver Accounting Software Inclined - Pro Series Tax Software and QuickBooks

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