

Professional Summary

Results-driven AC09 Accountant with 12+ years of experience in managing business and personal taxes, payroll, and accounting operations. Proven track record of delivering accurate financial solutions, ensuring compliance, and driving business growth. Skilled in leveraging technology to streamline processes and enhance productivity.

Professional Experience

Senior Accountant (AC09)

Inazuma.co | January 2018 - Present

Accountant (AC07)

Nexus Financial Services | June 2015 - December 2017

Key Achievements:

- Reduced tax liabilities by 25% for 10+ clients through strategic tax planning
- Implemented QuickBooks for 5 clients, resulting in a 30% increase in efficiency

Responsibilities:

- Managed business and personal tax returns for 20+ clients
- Conducted payroll services for 10+ clients
- Provided bookkeeping and account reconciliation services

Junior Accountant (AC05)

Pinnacle Accounting Firm | January 2012 - May 2015

Key Achievements:

- Assisted in reducing company's tax liability by 15% through research and application of new tax laws
- Developed and maintained a database for tracking client information, resulting in a 20% reduction in data entry time

Responsibilities:

- Assisted in preparing business and personal tax returns for 10+ clients
- Provided support for payroll services and bookkeeping
- Maintained accurate financial records and performed account reconciliations

Accounting Assistant (AC03)

Emerald Financial Solutions | June 2009 - December 2011

Key Achievements:

- Successfully assisted in the implementation of a new accounting software, resulting in a 25% increase in productivity
- Identified and corrected discrepancies in financial records, ensuring 100% accuracy

Responsibilities:

- Assisted in data entry and maintenance of financial records
- Provided administrative support for accounting team
- Conducted basic bookkeeping tasks

Education

Bachelor of Science in Accounting

University of Michigan | May 2009

Technical Skills

Accounting and Finance:

- Income Tax
- Corporate Tax
- Tax Accounting
- Bookkeeping
- Account Reconciliation
- Accounting
- Business Planning
- Finance

Software and Tools:

- QuickBooks
- Microsoft Office
- Access

IT and Technical:

- Computer Repair
- Computer Hardware
- Computer Networking

Payroll Services:

- Payroll

- Payroll Taxes
- Payroll Services