

BRANDON HUFFMAN

Albuquerque, NM | bt_huffman@msn.com | (505) 350-4017

SKILLS & ABILITIES

GAAP Knowledge
Payroll Taxes
Microsoft Office
QuickBooks

Account Reconciliation
Organized
Financial Statement Prep
Data Entry

Detail Oriented
Trend Analysis
Analytical
Excellent Communicator

EXPERIENCE

BOOKKEEPER – ATKINSON CPA'S

SEPTEMBER 2018 – NOVEMBER 2018

Acquired supporting documentation, analyzed financial information, classified business transactions, reconciled client accounts, generated financial reports and processed tax payments.

BOOKKEEPER – SABIO SYSTEMS

MAY 2018 – SEPTEMBER 2018

Carried out various administrative and bookkeeping tasks at Atkinson CPA's including organizing files, entering transactions into accounting software, creating compilation reports for clients, recognizing errors and addressing inconsistencies.

BOOKKEEPER - DUKE CITY AQUATICS

SEPTEMBER 2014 – MAY 2018

Organized over 5 years of backdated financial records and brought them up to date for corporate tax filing using Microsoft Excel and QuickBooks.

Reconcile corporation's accounts, analyze financial information, classify business transactions, compile documentation, generate reports, and process payroll taxes.

Founded and maintain Duke's Charitable Foundation, a 501 (c)(3) dedicated to raising funds for our athletes travel, competitions and equipment.

DECK MANAGER, FRONT DESK, AND INSTRUCTOR - FISH FACTORY SWIM SCHOOL

JUNE 2015 – MAY 2018

Update and send invoices to well over a thousand different clients with specific and unique recurring tuition fee structures and payments.

Teach children and adults fundamental and advanced swimming skills while ensuring a fun and safe learning environment.

ACCOUNTING CLERK - MCKINNEY & ASSOCIATE CPAS

DECEMBER 2014 – APRIL 2015

Performed bookkeeping for various clients and businesses including data entry, reconciliation of multiple accounts, preparing financial statements and general ledgers.

Executed general administration functions for the firm including answering phones, organizing files, mailing returns, scheduling meetings and handling payments.

ACTIVITIES DIRECTOR - DUKE CITY AQUATICS

AUGUST 2012 – AUGUST 2014

Coordinated and organized team events, tournaments, fundraisers, meetings, travel trips, volunteers, and staff.

EDUCATION & CERTIFICATIONS

AMERICAN INSTITUTE OF PROFESSIONAL BOOKKEEPERS,

Passed all exams and required experience for Certified Bookkeeper Licensure will be achieved by May 2020.

CENTRAL NEW MEXICO COMMUNITY COLLEGE, ACCOUNTING DEPARTMENT
Certified Public Accounting Preparation Program Certificate of Completion in
December of 2017. **GPA: 3.91**

NATIONAL ASSOCIATION OF PROFESSIONAL TAX PREPARERS, ANNUAL
FILING SEASON PROGRAM RECORD OF COMPLETION from IRS for the year 2016.

UNIVERSITY OF NEW MEXICO, COLLEGE OF ARTS AND SCIENCES
Double Majored in Economics and Political Science in May of 2014. **GPA: 3.47**