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|  | Brandon Huffman  Albuquerque, NM  |  bt\_huffman@msn.com  |  (505) 350-4017 |
| Skills & Abilities | GAAP Knowledge Account Reconciliation Detail Oriented  Payroll Taxes Organized Trend Analysis  Microsoft Office Financial Statement Prep Analytical  QuickBooks Data Entry Excellent Communicator |
| Experience | **Bookkeeper** –Atkinson CPA’SSeptember 2018 – November 2018 *Acquired supporting documentation, analyzed financial information, classified business transactions, reconciled client accounts, generated financial reports and processed tax payments.* **Bookkeeper** – SABIO SYSTEMSMay 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 AquaticsSeptember 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 SchoolJune 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 CPAsDecember 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 AquaticsAugust 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 Completition 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*** |