

KIMBERLY BACKUS

30 Chestnut St, West Springfield, MA (203) 321-5398 kbacks00@gmail.com

Detail oriented professional with excellent analytical skills seeking a position in the field of accounting

WORK EXPERIENCE

W.R. Johnson Co., Inc., Stamford, CT

Accounting/Office Manager

September 2003 - Present

- Manage all general ledger functions - journal entries, month end close, preparation of trial balance
- Handle bank reconciliations, cash management, full cycle accounts receivable and payable, purchasing, customer support
- Responsible for entire payroll process - benefits, insurance, hiring, recordkeeping, union issues, certified payrolls
- Process and file all weekly/monthly/quarterly/annual payroll tax returns, monthly sales tax returns; W2s, 1099s
- Oversee AIA billings, construction related reporting, job costs, budgeting, contracts, business insurance
- Work directly with company's CPA firm to compile semiannual financials, corporate tax returns
- Maintain company's computer data and user access; office equipment

IBM Corporation, Southbury, CT

Sales/Use Tax Analyst

January 2002 - July 2003

- Audited new and existing customer accounts in order to eliminate potential sales/use tax issues/exposures
- Reviewed proposals with customer representatives to achieve the most beneficial sales/use tax methods
- Received and processed sales tax exemption certificates for all customers in six states
- Provided customer support for sales/use tax related inquiries and concerns
- Prepared for sales/use tax audits for multiple jurisdictions, presented documentation and research to auditors
- Responsible for maintenance of inquiry/query-related computer program for entire sales/use tax department

IBM Credit Corporation/IBM Corporation, Southbury, CT

Personal Property Tax Analyst

January 2001 - January 2002

- Prepared and filed personal property tax returns for leased equipment customers in multiple jurisdictions
- Coordinated information for personal property tax audits for multiple jurisdictions to present to auditors
- Assisted Department's Information Systems Manager with maintenance of system
- Provided customer support for property tax related inquiries and concerns

EDUCATION AND CERTIFICATIONS

- Central Connecticut State University, New Britain, Connecticut (December 2000)
Bachelor of Science in Accounting, GPA 3.3
Member of Accounting Society, Student Affiliate of AICPA
- Notary Public (State of Connecticut)

TECHNICAL SKILLS AND QUALIFICATIONS

- Possess excellent communication, organizational, interpersonal, research, and analytical skills
- Able to prioritize and manage multiple projects simultaneously
- Extensive computer knowledge; proficient in all Microsoft applications; familiar with Peachtree Accounting software, QuickBooks, QMF, Lotus, SAP; currently utilizing C/F Data Systems Structure Construction Accounting software

REFERENCES AVAILABLE UPON REQUEST