**Debra E. Scotti**

437 Cedar Lane Cheshire, CT 06410 (203) 439-0003

**EXPERIENCED, DETAIL-FOCUSED PROFESSIONAL**

**CAREER PROFILE:**

* Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
* Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
* Excellent written and verbal communication skills.
* Highly trustworthy, discreet and ethical.
* Resourceful in the completion of projects, effective at multi-tasking.

**Accounting Experience:**

**Konowitz, Kahn & Co., P.C. North Haven, CT July 2007-May 2010**

**In-charge Accountant**

* Supervised staff on 401k Audits
* Prepared work papers used in the preparation of federal, state and local tax returns
* Analyzed accounting records
* Prepared complex tax returns
* Created budgets and forecasts for a Manufacturing Company
* Ensured compliance with accounting deadlines
* Prepared quarterly payroll

**Bowman, Monaco & Black, P.C. Cheshire, CT Oct. 2006-July 2007**

**Staff Accountant**

* Assisted in Reviews and Compilations
* Prepared various types of tax returns

**Weinstein & Anastasio, P.C. Woodbridge, CT Oct. 2003-Oct. 2006**

**Staff Accountant**

* Planned and performed Audits, Reviews and Compilations
* Prepared various types of tax returns
* Year-end tax planning for individuals

**Carter, Hayes & Associates, P.C. Hamden, CT** **Sept. 2002-Sept. 2003**

**Accounting Assistant**

* Processed accounts payable and accounts receivable
* Assisted accountants in assembling tax returns

**Education:**

**Certificate in Professional Accounting**

Quinnipiac University, Hamden, CT Nov. 2002

**Bachelor of Science in Business Management**

State University at Stony Brook, Stony Brook, NY Dec. 2000

**Computer Skills:**

Proficient with Excel and Word