

Devonnie S. Simmons

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Financial Accountant

Dedicated, knowledgeable, and results-driven experienced level staff financial accountant with hands-on experiences in financial reporting, bookkeeping, tax preparation, business compliance auditing, and financial auditing. With 5+ years of corporate accounting experience, success in areas of auditing, cash reconciliation, financial auditing, and tax preparation. Three years of financial reporting, bookkeeping, and individual and business tax preparation. Expertise in using Microsoft Office applications, Quickbooks, Turbo tax, and other cloud-based accounting software based on client need. Knowledgeable in federal, states, and industry specific regulations. Proven ability to lead and communicate effectively with multidisciplinary staff on all hierarchy levels.

EXPERIENCE

Tax Accounting Specialist II

Virtual Business Office of Associates

May 2015 - Present

- Monitor engagements as assigned Point of Contact and provide open communication between assigned engagement management and SDC management.
- Assigned as back-up supervisor for the New York team region.
- Responsible for the maintenance of tax records and the preparation of tax returns, tax-related schedules and reports.
- Trained new hires on region tax work papers and return preparation.
- Prepares paperwork for local, state and federal level returns to be submitted within specified deadlines.
- Monitoring and reviewing lower level specialist work based on local and federal regulations.
- Cleaning up clients' provided data into a categorized spreadsheet and report results using internal company built-cloud based technology and Microsoft Office Suite
- Understand basic accounting concepts and general ledger systems (components of a general ledger i.e. account number, account description, beginning balance, activity, ending balance, debits/credits)
- Verify control totals against the general ledger (debits/credits must foot to zero, assets must equal liabilities plus equity)

Financial Accountant/Owner

S&D Finance

January 2015 – Present

- Preparation of financial statements (GAAP and Cash based)
- Bookkeeping in multiple accounting platforms
- Preparation of individual, business, and self-employed taxes, not limited to e-filing and payment arrangements
- Provide financial advice on financial situations – both personal and business finances
- Provide working knowledge of individual tax planning

- Computational work, creating spreadsheets that will require sorting, organizing and manipulation of data according to project specifications

Business Compliance Auditor I

PricewaterhouseCoopers, LLP

July 2012 – April 2015

- *Review the client's documentation procedures based on federal, state, and respected industry laws as contracted (projects varied)*
- *Communicate discrepancies with assigned project managements via charts, tables, and detailed summary.*
- *Obtain certification in Microsoft Office Suite and other project related certifications*
- *Conduct year-end inventory audits for nearby clients or clients' sites*

Skills

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|---|------------------------|
| - Data Analytics | - CCH Access |
| - Financial Accounting | - OneSource |
| - Forensics Accounting | - ACL auditing program |
| - Compliance Testing | - Microsoft Word |
| - Teamwork | - Microsoft Excel |
| - Training | - Microsoft PowerPoint |
| - Subway Inventory Ordering System | - QuickBooks |
| - Industry Knowledge of Banks & Capital Markets | - Microsoft Access |
| - Adobe Acrobat Pro | - Microsoft SharePoint |
| - GoSystems Tax System | |

EDUCATION

Master of Science in Accountancy
University of Phoenix, Phoenix, AZ

June 2012 – November 2013

Bachelors of Business Administration
Francis Marion University, Florence, SC
Major: Accounting

August 2008- May 2012