4207 S Randolph Street (317) 874-7585

Indianapolis, IN 46227 [kmkizer@gmail.com](mailto:kmkizer@gmail.com)

OBJECTIVE:

To obtain an accounting position within Public or Private Accounting

EDUCATION:

**Indiana University, Kelley School of Business, Indianapolis**

Masters of Science in Accounting

Current GPA: 3.756 / 4.0

Graduated: August 2014

**Purdue University, West Lafayette**

Bachelor of Science in Turf Science

Graduated: December 1997

**Will have qualified to sit for the CPA exam with over 150 credit hours completed**

EXPERIENCE:

**Indiana Department of Revenue** *Tax Analyst* **June 2014 – Present**

* Performing account and financial maintenance which may result in canceling liabilities, set and release holds on liabilities, and contacts taxpayers concerning errors, delinquencies or overpayments in RPS and other related systems
* Verfying payments, credits and deductions claimed on various tax returns in RPS and other related systems
* Reviewing and posting suspended tax returns for various tax types to allow or disallow refund requests in RPS
* Maintaining confidentiality of resource information following agency policy and legal constraints
* Prepareing worksheets/files in order to gather information and verify accuracy for futher review by a tax professional

**London Witte & Company, LLP** *Tax Season Intern* **January 2014 – April 2014**

* Use of tax system software to prepare Individual tax returns with referencing to PDF work papers
* Use of Engagement software for 1120S and 1065 tax returns
  + Input of Trail Balance amounts
  + Make adjusting entries to go from accrual to tax base accounting
  + Import tax base financial data into tax system software
* Compile year-end financial statements
* Create 1099-MISC, 1099-INT, and 1096 forms
* Use of QuickBooks online and desktop

**Strategic Planning Group, Inc.** *Accounting / Finance Intern* **January 2013 – January 2014**

* Utilized multiple online systems to accurately open and fund new client accounts.
* Created client portfolio investment reports using Morningstar and proprietary software.
* Maintained QuickBooks general ledger and reconciled bank accounts monthly.
* Calculated, prepared, and presented quarterly and year-end financial reports.
* Assisted in preparing advisor for client meetings.
* Corresponded with clients regarding account issues as part of customer service.
* Assisted in preparing 2012 client income tax filings.

**IUPUI – Indianapolis, IN** *Teaching / Graduate Assistant* **August 2012 – May 2013**

* Attended class to observe class material and help in class participation evaluation
* Entered student scores into online grade book
* Created PowerPoint slides from student data for class lectures
* College Football Coach’s Compensation Research
  + Read over contracts of Head Football Coaches to extract salary and benefit compensation onto database
  + Prepared and organized data-base for extracted information from contracts

PROFESSIONAL AFFILIATIONS & COMUNNITY LEADERSHIP:

Purdue Men’s Basketball Manager 1992-1994

Precinct Clerk in general elections 2008 & 2012

Super Bowl XXVI Halftime Stage Crew Volunteer 2012

IUPUI Certified Tutor Fall 2013

Golden Key International Honour Society 2013

Graduate Accounting Student Board – Vice President 2013