1. Conducted detailed technical and analytical review of federal/state corporate, partnership and S corporation tax returns, FAS 109 provisions, and quarterly estimates prepared by associates.
2. Strengthened financial management processes to bring errors to near-zero in reporting, payroll administration and general bookkeeping.
3. Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and all types of cash and banking reconciliations.
4. Helped clients navigate interactions with tax authorities and legal concerns related to financial matters.
5. Maintained full [Area of expertise] compliance for [Type] business turning over $[Amount] in revenue per year.
6. Managed entire accounting cycle including gathering information, preparing documents, finalizing reports and closing books.
7. Improved efficiency of operations, including data collection, analysis and modeling, to enhance practices and increase customer retention.
8. Tracked financial progress by creating quarterly and yearly balance sheets.
9. Reviewed accounting structures and procedures on regular basis to identify areas in need of improvement.
10. Followed up with customers to collect specific financial information and verify details for preparation of annual 1095 forms.
11. Maintained up-to-date knowledge on permits, certificates and documents mandatory for government departments.
12. Proactively researched technical tax issues related to consulting projects.
13. Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
14. Enhanced budget administration by reviewing [Type] and [Type] reports, leveraging knowledge to strengthen controls and improve transparency.
15. Evaluated and improved accuracy and completeness of [Type] financial records to boost regulatory compliance.
16. Drove client satisfaction by identifying maximum adjustments, deductions and credits.
17. Reconciled accounts and reviewed all materials, including surplus, income, expense data, net worth and assets.
18. Partnered with auditors on annual audits and realized compliance with governmental tax guidelines.
19. Set up and improved accounting systems and processes to meet business needs and maximize effectiveness of operations.
20. Supported monthly reporting analysis to achieve validation of internal reports and to reconcile production operations and general ledger.