1. Audited client financial records to determine tax liability.
2. Trained clients on QuickBooks to help make tax management easier.
3. Conducted tax reviews and compilations to identify potential exposure areas and provided suggestions.
4. Represented clients before federal, state and local taxing authorities.
5. Compiled general ledger entries on short schedule with 100% accuracy.
6. Created financial plan for clients to serve as framework for organizing components of financial situations.
7. Performed analysis on inventory, accounts receivable and accounts payable balance sheet accounts.
8. Leveraged [Software], spreadsheets and databases to provide supporting documentation for schedules and journal entries.
9. Researched and provided summary memos on technical tax issues at request of partners and clients.
10. Worked closely with clients to properly fill out tax forms and file tax returns electronically.
11. Kept up to date on current income tax developments and advised clients to make proper adjustments.
12. Prepared federal and state income tax returns for individuals, businesses, trusts, estates and non-profits.
13. Examined accounts and records and computed tax returns according to prescribed rates, laws and regulations.
14. Calculated payroll deductions by accurately using [Software] and processed payroll to meet preset requirements.
15. Helped clients navigate interactions with tax authorities and legal concerns related to financial matters.
16. Created staff expense and reimbursement tracker, resulting in [Result].
17. Diminished outstanding debts by analyzing accounts for issues.
18. Trained new employees on accounting principles and company procedures.
19. Collaborated with [Job title]s for full compliance with governing bodies and limit regulatory risks.
20. Managed entire accounting cycle including gathering information, preparing documents, finalizing reports and closing books.
21. Maintained up-to-date knowledge of tax codes, legislation and tax programs.
22. Set up and improved accounting systems and processes to meet business needs and maximize effectiveness of operations.