1. Prepared written responses or tax return amendments to resolve state and federal notices.
2. Reviewed clients tax filing papers thoroughly to determine eligibility for additional tax credits or deductions.
3. Consulted with clients to assess and mitigate future tax liabilities and determine eligibility for tax abatement.
4. Reviewed available data and compared against tax code to determine exemptions, deductions, and potential liabilities.
5. Provided information about available products and services, including [Type] and [Type] services, to clients, resulting in increased business opportunities.
6. Prepared wide array of returns such as corporate, fiduciary, gift, individual and private foundation returns.
7. Completed and filed returns with tax departments at local, state and federal levels.
8. Prepared tax returns, extensions, tax planning calculations and write-ups for all types of organizations and entities, including individuals.
9. Offered clients recommendations to reduce tax liabilities.
10. Facilitated integration of modern tax software with client accounting software.
11. Oversaw team of [Number] tax professionals handling up to [Number] clients per year.
12. Interviewed [Type] clients to collect information and gather necessary paperwork prior to preparing tax returns.
13. Maintained complete records of client tax returns and supporting documentation in secured areas.
14. Prepared tax returns for clients in [Industry] and [Industry] according to government regulations and requirements.
15. Conducted reviews of internal tax documentation, reducing errors related to missed tax benefits.
16. Conducted research, gathered information from multiple sources and presented results.
17. Prepared US, multistate and international tax returns for business clients.
18. Saved client $[Amount] by uncovering eligibility for [Type] credit.
19. Facilitated communication between clients and tax authorities.
20. Contacted IRS or other relevant government organizations on behalf of client to address issues related to tax self-preparation.