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