1. Audited client financial records to determine tax liability.
2. Created financial plan for clients to serve as framework for organizing components of financial situations.
3. Conducted tax reviews and compilations to identify potential exposure areas and provided suggestions.
4. Performed analysis on inventory, accounts receivable and accounts payable balance sheet accounts.
5. Represented clients before federal, state and local taxing authorities.
6. Researched and provided summary memos on technical tax issues at request of partners and clients.
7. Compiled general ledger entries on short schedule with 100% accuracy.
8. Trained clients on QuickBooks to help make tax management easier.
9. Prepared federal and state income tax returns for individuals, businesses, trusts, estates and non-profits.
10. 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.
11. Leveraged [Software], spreadsheets and databases to provide supporting documentation for schedules and journal entries.
12. Remained educated in all current tax laws for both US and foreign countries.
13. Reconciled tax accounts on [Timeframe] basis for $[Amount] annual revenue-producing company.
14. Recorded, classified and summarized financial transactions and events in accordance with accounting principles.
15. Examined accounts and records and computed tax returns according to prescribed rates, laws and regulations.
16. Diminished outstanding debts by analyzing accounts for issues.
17. Worked closely with clients to properly fill out tax forms and file tax returns electronically.
18. Kept up to date on current income tax developments and advised clients to make proper adjustments.
19. Worked with management at project level to achieve expense plans.
20. Managed filing of federal, state and local taxes within established time frames for business with staff headcount of [Number].