1. Partnered with auditors on annual audits and realized compliance with governmental tax guidelines.
2. Helped clients navigate interactions with tax authorities and legal concerns related to financial matters.
3. Strengthened financial management processes to bring errors to near-zero in reporting, payroll administration and general bookkeeping.
4. 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.
5. Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and all types of cash and banking reconciliations.
6. Identified and investigated variances to financial plans and forecasts.
7. Proactively researched technical tax issues related to consulting projects.
8. Enhanced budget administration by reviewing [Type] and [Type] reports, leveraging knowledge to strengthen controls and improve transparency.
9. Prepared documents, reports and presentations for executives and board members using advanced software proficiencies.
10. Reconciled accounts and reviewed all materials, including surplus, income, expense data, net worth and assets.
11. Supported monthly reporting analysis to achieve validation of internal reports and to reconcile production operations and general ledger.
12. Prepared and filed [Type] and [Type] tax forms for commercial and individual clients.
13. Managed entire accounting cycle including gathering information, preparing documents, finalizing reports and closing books.
14. Performed advanced reviews of business operational trends and expected obligations to prepare accurate forecasts.
15. Maintained up-to-date knowledge on permits, certificates and documents mandatory for government departments.
16. Monitored [Number]-employee team while handling day-to-day accounting processes and financial accuracy.
17. Interviewed students to gather important tax-related information, including taxable income, deductibles and allowance information.
18. Drove client satisfaction by identifying maximum adjustments, deductions and credits.
19. Maintained full [Area of expertise] compliance for [Type] business turning over $[Amount] in revenue per year.
20. Collected and arranged financial information and entered details into [Software] financial management system.