

## SENIOR ACCOUNTANT

### Summary

11 + years experience in the accounting profession. Bachelors Degree - in Accounting and studying for CPA license. Managed tax preparation and filing for 25 diverse companies such as sole proprietors, corporations, s-corps, partnership, non-profit organization in many different industries for 10 different states. Results-oriented Accountant skilled in regulatory reporting, tax accounting operations with an extensive knowledge of accounting software and processes.

### Highlights

- Payroll, & Tax 940, 941 withholding Accounting
- Accounts Payable & Receivable
- Multi-State Sales Tax Filing
- Analytical reasoning
- Account reconciliation expert
- General ledger accounting Financial statement analysis
- Strength in regulatory reporting
- Adobe, Sage, PeachTree, Quick Books, MS Office, Medlin, Tax Slayer, Pro Series, Lotus I, II, III proficient

### Accomplishments

#### *Accounting Reviews* Â

- Conducted detailed technical and analytical review of federal/state corporate, partnership and S corporation tax returns for Fortune 500 company consisting of 17 branches in 10 different states

#### *General Ledger Accounts* Â

- Maintained accurate accounts including cash, inventory, prepaid, fixed assets, accounts payable, accrued expenses and line of credit transactions.

â€¢ Streamlined accounting and billing activities, improving efficiency, productivity and profitability for accounting and tax firm

#### *Auditing* Â

â€¢ Extensive experience with Financial Statements audits, reviews compilations and audits for Governmental organizations.

â€¢ Saved over \$20,000 as a result of a Worker's Compensation Insurance, Sales and Use Tax Audit.

### Experience

Senior Accountant , 01/2011 to Current Company Name 1/4 City , State

- Successfully negotiated settlement with the NC State Revenue Dept to keep restaurant owner from losing business.
- Reconciled 6 years of tax returns for Performance Motorcycle shop in three months bring client current with all tax filings.
- managed 10 business accounts and 30 individual clients payroll and tax needs

Accountants Payable/Receivable & Purchasing Administrator , 01/2012 to Current Company Name 1/4 City , State

- Audit credit card bills and transactions, process check requests, & cash receipts.
- Prepared, calculated and filed monthly multi-state sales and use tax returns.
- Match up check invoices; obtain all signatures required for check disbursements & bank transfers.
- Reconcile vendor statements, research & correct discrepancies resolving customer & vendor inquiries.
- Maintain consignment accounts, assist with purchasing & inventory management
- Obtain credit references, set-up new customer accounts

Accountant , 01/2011 to 01/2012 Company Name 1/4 City , State

- Prepare payroll, sales and use tax, employment taxes, employer taxes, W-2, annual reports.
- Manage two separate entities (corporation and proprietorship)
- Transformed company into a positive financial standing
- Implemented modern tax & accounting software QuickBooks, Peachtree, Payroll Mate increasing office productivity.

Accounts Receivable & Collection Manager , 01/2010 to 01/2011 Company Name 1/4 City , State

- Successfully collected and deposit of \$1,200,000.00 of outstanding debt from General Contractors on current and past projects
- Amended incorrect corporate, multi-state sales and use tax returns for 3 different entities.
- Restructured and managed accounts receivable billing process for Government & multi-state projected invoicing .
- Resolved discrepancies between financial, budgetary transactions, records, and reports or problems associated with complex or nonstandard transactions.
- Filed bond claims with Surety Company on defaulted contracts

Accountant , 01/2002 to 01/2011 Company Name 1/4 City , State

- Prepared/Filed Individual & Corporate Income Taxes (1040, 1040A, 1040EZ, Schedule - A,C,M, EIC,SE, L,1065, 1120, 1120S, Schedule - A,B,K,L,M-1, M-2, K-1) Business Tax (Federal 941, 940, State withholding, Sales and Use Tax, W-2, I-9).
- Liaison with Internal Revenue Service, Department of Labor, Workers Compensation Insurance Commission, Employment Security Commission, and Department of State Revenue for filing of tax returns.
- Managed and implemented the installation of accounting and tax software programs (Quick Books, Peach Tree, Medlin, and Tax Slayer).

#### Education

Bachelor of Science : Accounting , 2010 Colorado Technical University 1/4 City , State , USA

#### Professional Certificate

Basics in Accounting February 2010

Financial Statement Analysis May 2010

Associate of Arts and Applied Science : Accounting , 2007 Rowan Cabarrus Community College 1/4 City , State , USA

#### Skills

- Attention to Detail goal oriented Accounts payable, receivable, manager
- Versatile accounting software experience with Lotus I, Quick Books, Sage, PeachTree, Adobe, MS Office, Payroll, Purchasing
- 12 years experience performing Journal Entry Preparation/Posting, Financial Statement Analysis, Bank Reconciliations Full Cycle Month & Year-end Close, Problem Solving Profit & Loss, Regulatory Filings, Tax Analysis and Compliance