

# ROBERT SMITH

## Senior Tax Analyst II

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

### SUMMARY

16+ years of experience as a Sr. Tax Analyst is seeking to take a challenging and responsible post of a Bookkeeper/Office Manager where my skills and knowledge will be used to the fullest and will be fruitful both for the company and my personal career.

### CORE COMPETENCIES

Tax Preparation, Direct Marketing, Data Entry, Customer Service, Onesource, Microsoft Excel, Pro system Tax Software, Hyperion, And BNA Depreciation.

### PROFESSIONAL EXPERIENCE

#### Senior Tax Analyst II

Ahold Usa Inc. - October 2005 – Present

##### Key Deliverables:

- Overseeing the preparation of all monthly sales and use tax returns required by various state and local jurisdictions for the retail operating companies with a monthly sales tax liability of approximately \$21 million.
- Coordinating the reconciliation process to collect the data collection for the different systems on a regular basis for the preparation of the monthly sales tax return compliance.
- Preparing a detailed compliance report every month showing all the required results.
- Reviewing sales and use tax returns prepared by the tax analyst for accuracy, the completeness that meets the internal standards.
- Post the review or verified the online filing by the tax analyst to ensure proper documentation.
- Providing sales and use tax support for operations, including daily activities and monthly account reconciliation.
- Analyzing the monthly ahold tax code (ATC) database report that all the new UPC/SKU products are reported in the new access database.

#### Tax Analyst

US Foodservice - February 2002 – September 2005

##### Key Deliverables:

- Responsible for multi-state sales and use tax compliance for the distribution companies.
- Oversee the preparation of all monthly sales and use tax returns (900 returns) required by various state and local jurisdictions with a monthly sales tax liability of approximately \$10 million.
- Communicate and work with all USF divisions (president, vice president, and controllers) as necessary to ensure timely and accurate transfer of sales tax data information.
- Assist all divisions and work with the president, VP, and controllers to ensure compliance in the state they are doing business.

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- Responsible for accurate compilation, analysis, and preparation for approximately 45 states sales tax returns, including payment requests and timely mailing on a monthly basis.
- Review sales and use tax returns prepared by the tax analyst for accuracy, the completeness that meets the internal standards.
- Verify online filing by the tax analyst to ensure proper documentation for Sarbanes Oxley compliance.

### EDUCATION

- Master Of Business Administration - March 2011(Lebanon Valley College )Bachelor Of Science in Accounting - 1986(Philippine School Of Business Administration - Manila )