

Robert Smith

Senior Tax Analyst (Contractor)

CONTACT DETAILS

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PERSONAL STATEMENT

More than 18 years of experience in taxation, accounting, and finance as a Sr. Tax Analyst. A dependable team player, relate well and work cooperatively with diverse personalities. Knowledge of Internet search methods and online data sources. Ability to thoroughly research analyzes situations, propose creative solutions, and bring the project to completion.

SKILLS

Vertex, Corp sales,
Microsoft Word, Excel,
Property Tax
Management System
(PTMS) And CorpTax,
Peoplesoft, Outlook,
Chart Of Accounts, And
General Ledger.

WORK EXPERIENCE

Senior Tax Analyst (Contractor)

CIT Group - February 2003 - Present

Responsibilities:

- Preparing and filing multi-state sales and use tax returns timely in accordance with the state and local laws and regulations.
- Reviewing use tax invoices from various vendors in order to determine taxability.
- Researching and preparing sales and use tax matrices for numerous tax issues.
- Working closely with the different state auditors to make the refund process as efficient as possible.
- Maintaining the resale certificate log to ensure compliance with all vendors.
- Compiling and analyzing data from the business unit to prepare monthly reconciliation.
- Preparing a summary report of monthly sales tax amounts that are allocated back to the business units.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

Property Tax Accountant

CIT Group - July 2000 - January 2003

Responsibilities:

- Reviewed and resolved in a timely manner all property tax correspondences.
- Researched property tax case law to support the companys compliance procedures.
- Research and keep abreast of sales tax law changes to support the companys compliance procedure.
- Review and resolve in a timely manner all sales tax correspondence when received from the department of revenue.
- Spearheaded a series of reorganization initiatives for efficiency improvement and productivity gain.
- Support the VP of the department through assistance with the different type of project.
- Manage the processes and tax calculations as the company divested assets and launched a subsequent IPO.

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education

Master Of Business Administration in Management - (Centenary College - Hackettstown, NJ)
Bachelor Of Science in Computer Information System - (Bloomfield College - Bloomfield, NJ)
Sales & Use Tax - (Ohio University - Columbus, OH)