

# Robert Smith

## Senior Tax Associate/Manager

### **CONTACT DETAILS**

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### **PERSONAL STATEMENT**

Analytical, highly qualified, successful International Tax Preparer with over 6 years of experience with Big 4 accounting firm, poses extensive knowledge of accounting principles, taxation policies and income tax procedures. Proven fast learner and proactive planner with driven ability to supervise effective teams, oversee daily operations, prioritize assignments, manage multiple tasks simultaneously, and work effectively under pressure.

### **WORK EXPERIENCE**

#### **Senior Tax Associate/Manager** **TAXVBO - 2010 - 2020**

##### *Responsibilities:*

- Prepared and reviewed accounting write ups in PC Software and QuickBooks.
- Analyzed and compared data to prepare reconciliations for manager approval and sign off.
- Created, organized, and maintained ppt files for audit purposes.
- Filled and organized all documents related to property tax for Macquarie and Relational Technology Solutions.
- Processed check requests, mail, log and file payments monthly.
- Supported the Collections Department with providing information to assist in getting payment for outstanding invoices.
- Reviewed and prepared complex corporate, partnership, and individual tax returns.

#### **Senior Tax Associate** **Delta Corporation - 2012 - 2013**

##### *Responsibilities:*

- Include preparation of tax returns, including 1120, 1120S, 1065, 1040, 990, all applicable payroll tax returns and sales tax returns, as well as .
- Additional responsibilities include monthly bookkeeping for clients, interim financial statement prep, business consulting projects for clients, .
- Not related to the direct preparation of work for clients includes preparing engagement letters for projects, creating and monitoring hourly budgets .
- Prepare and review federal and multi-state income tax returns  
Community networking (Example Chamber of Commerce Golf Outing Committee Member) Assist .
- Assist the Tax Director with review of sales tax returns, responding to tax notices, tax research, and improving the sales and use tax filing process.
- Prepared personal and business income tax returns, specializing in schedule c with all supporting documents.
- Seasonal job and company is not thriving, I have very loyal customers who will be following to wherever I prepare taxes at this year.

### **SKILLS**

Research, Management,  
Data Entry, Lotus Notes,  
Windows.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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

## Education

Bachelor of Science in Accounting - (Strayer University)