Robert Smith

Tax Accounting Intern

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SUMMARY

Tax Accounting Intern is Developing an understanding of teamwork within a work environment. Supporting Associate, Sr. Associate and Managers conducting in-depth tax research. Ensuring client source documents are organized. Uploading and processing client tax documents into Harness' proprietary software. Creating open item lists for clients and communicate as necessary.

SKILLS

Team Work, Developing Skills.

WORK EXPERIENCE

Tax Accounting Intern

ABC Corporation - September 2012 – June 2013

- Scanned tax documents.
- Reviewed and validated scanned documents.
- Prepared basic tax returns.
- Imported data from client’s files to our workpaper files.
- Learned to use accounting and tax software.
- Provided assistance to Partners, Senior Associates, and In-Charge Associates.
- Developed an understanding of internal CPA practices.

Tax Accounting Intern

Delta Corporation - 2010 – 2012

- Assists with a variety of challenges in different F&A areas, including accounting, financial analysis, reporting and planning.
- Used proficient Microsoft Excel skills to constantly enter and determine qualified client expenditures and tax savings.
- Performed employee.
- Performed due diligence for personal and business income tax returns.
- Work with people within and outside the group, including cross-functional partners.
- Solves problems and develops new methods of analysis to streamline decision-making.
- Searches out and corrects inconsistent data.

EDUCATION

G.E.D

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