

NAME

TITLE
000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

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Experience

Tax Accountant - Company / Location

MONTH YEAR - Present

- **Prepare Tax Returns:** Tax accountants review taxes for businesses and prepare their tax returns. They apply their knowledge of the tax code to help businesses minimize their taxes owed. They also ensure shield businesses from tax default and violating tax regulations.
- **Set Spending Plans:** Spending plans help customers maximize their tax deductions. Tax accounts help businesses create budgets and advise when to invest and spend money to help their tax plans.
- **Auditing:** Tax accountants do internal audits on taxes, tax rates, and taxes paid to prevent future audits from the IRS. They may recommend software that helps track taxes and to ensure the correct amounts are used.
- **Reporting and Analysis:** Tax accountants will run reports of business transactions and monitor for trends. They may oversee tax-exempt customers and verify compliance.
- **Leadership:** Tax departments may be led by a tax accountant who sets the processes and procedures for the tax department based on current laws and regulations. They may work with human resources to hire tax analysts and other accounting clerks to support the tax department.

Tax Analyst - Company / Location

MONTH YEAR – MONTH YEAR

- **Tax Analysis:** Works with the tax accountant to verify tax rates are accurate and follow tax laws and regulations.
- **Tax Systems Implementation:** May work with the IT department to test and implement accounting software that automates tax calculations.
- **Reconciliations:** Reviews G/L accounts and tax sub-G/L accounts to ensure the correct tax liability has been established. Makes corrections where needed.
- **Periodic Tax Payments:** Tax analysts will keep track of tax liabilities and when they are due. They will ensure payroll, quarterly, and annual taxes are submitted for payment.
- **Internal Customer Service:** Works with other departments concerning tax issues that affect operations, such as payroll taxes for accounts payable, sales and use tax for billing teams, and corporate tax for executives.

Project Experience

- **Tax Reconciliation:** Tax accounting may work with department leaders on special projects to ensure tax rates are correct and that current transactions for the accounting period have the correct tax rates applied.
- **Tax Exemption Verification:** Customer tax-exempt status is updated in onboarding, but their tax-exempt status must be verified periodically. Tax accountants will conduct contact campaigns with these customers to re-certify their tax exemption status.

Education

Master's Degree- SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Bachelor's Degree - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- High Math Aptitude
- Strong Communication
- Analytical
- Tax Law Knowledge
- Critical Thinking
- GAAP

Licenses & Accreditations

Licenses Licenses & Accreditations

- Certified Public Accountant
- Certified Management Accountant
- Certified Internal Auditor
- Accredited Tax Advisor
- Accredited Tax Preparer