

TAX MANAGER, CPA

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PROFESSIONAL EXPERIENCE

DEF Company

August 2010 - Present

Tax Manager

- Assisted in coordinating a shared staff of X to Y client service associates & senior associates with a focus on supporting, mentoring, training and delegating responsibilities to ultimately enhance their client service capabilities and improve the department's overall team dynamic.
- Directly interacted with clients on day to day operations and consulted on tax planning & savings opportunities.
- Analyzed and responded to notices and correspondence from various tax jurisdictions including federal and state tax auditors.
- Developed internal documents & spreadsheets and created best practices to minimize tax preparation time and increase overall efficiency of various tax projects.
- Evaluated time spent and fees received in order to control costs and maintain budgets.
- Researched federal and state tax laws and regulations in order to ensure compliance and minimize tax liabilities.
- Evaluated company's financial statements and worked with engagement teams on compilations and reviews.
- Reviewed C-Corp, S-Corp, partnership, trust & individual federal, state & local tax returns.
- Analyzed & reviewed ASC 740 income tax provisions.
- Managed clients within the following industries: Automotive, Manufacturing, Oil & Gas, Professional Services, Real Estate, Retail, & Sports Franchise.

ABC Company

December 2008 – August 2010

Senior Tax Associate

- Supervised external audits with the Internal Revenue Service & Any state.
- Supervised and reviewed client project scheduling, budgeting, billing and other administrative processes.
- Managed clients within the following industries: Automotive, Construction, Finance, Professional Services, Real Estate, & Retail.
- Reviewed business license applications & renewals, quarterly excise tax returns, and quarterly fuel tax credit returns.
- Reviewed data requested via Information Document Requests (I.D.R.'s) and subsequent preparation of inquiry responses.
- Reviewed proposed audit adjustments and gave recommendations based on cost/benefit scenario analysis.

Tax Associate

April 2005 – December 2008

- Prepared & reviewed tax returns for several large corporations and partnerships, as well as individuals and trusts.
- Analyzed prior year returns and future projections in determining estimated tax and extension payments.
- Prepared ASC 740 income tax provisions, FIN 48 analysis, tax basis calculations, & REIT tax compliance.
- Detail review of client state and local income, franchise and business privilege tax returns, extensions and quarterly estimates. Significant experience with the Any state Single Business Tax.

EDUCATION

Any State University – College of Business
Bachelors in Accounting, December 20XX

TECHNOLOGY CAPABILITIES

- Gosystems RS Tax Compliance Software
- OneSource/Tax Stream ASC 740 Compliance Software
- CCH - Prosystem FX & Protax Tax Compliance Software
- CCH, RIA, & BNA Tax Research Software
- Sage - Peachtree Accounting Bookkeeping Software
- Intuit - QuickBooks & Quicken Bookkeeping Software
- Superforms & E-Form RS Tax Compliance Software
- Bluebeam - PDF Revu
- Fixed Asset Accounting Software (FAS)