

James Jarvis

111 Elmond Avenue
New York
999-999-9999
000-000-0000
jarvisjames@xyz.com

Objective: Seeking a interesting position as a tax accountant with a reputed firm where I can utilize my skills and abilities as a tax accountant and nurthure my skills and increase my knowledge in the Tax accountancy domain.

Experience:

Cunningham Tax Consultants

New York

Tax Accountant

2007 to Present

- Prepared federal, state and local tax returns of individual, business establishment and other organizations.
- Examined accounts and records.
- Computed taxes owed according to prescribed rates, laws and regulations.
- Advised management regarding effects of business activities on taxes and on strategies for minimizing tax liability.
- Ensured that establishment complied with periodic tax payment, information reporting and other taxing authority requirements.
- Represented principal before taxing bodies.
- Devised and installed tax record systems.
- Prepared written communication for sales and use tax issues.
- Collected information for all sales tax, use tax, and personal property tax audits.
- Prepared individual, partnership, corporate and other types of tax returns and carried out research on various tax matters.

Princeton Tax Consultants

New York

Assistant Tax Accountant

2005 to 2007

- Assisted in creating a 401K plan for employees, enhancing the company's benefits package.
- Responsible for payroll, sales, use & property & commercial rent returns.
- Ensured that all legal fees and push down entries for separate companies are recorded.
- Assisted clients in meeting tax and financial planning objectives.
- Prepared and reviewed tax return estimates and extensions.
- Prepared and reviewed tax provision/tax return workbooks
- Assisted with tax audits, the Oracle implementation and other projects
- Assisted with the re-engineering of the tax department data gathering processes.

Education:

State University of New York
Masters in Taxation and Accounting

New York
2007

State University of New York
Bachelors of Science in Accounting

New York
2005

References: Available upon request