

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