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# CITY AUDITOR RESUME

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## Summary:

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An exceptional professional with vast knowledge in financial information of the companies for which they work; has knowledge in budgeting, performance evaluation, cost management, and asset management; skills in strategic planning and development of new products and participation in the analysis and interpretation of the financial information that corporate executives need to make sound business decisions; has exposures in the preparation of financial reports for organizations, including stockholders, creditors, regulatory agencies, and tax authorities, including financial analysis, planning and budgeting and cost accounting

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## Professional Experience:

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Senior Tax Accountant January 2007 – Present  
Robert Half Finance & Accounting Dallas, TX

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## Responsibilities:

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- Assisted with the preparation of federal and state tax return schedules and related paper works.
- Obtained all necessary reports from the system applications and reviewed changes in deferred tax account balances.
- Assisted with the preparation of monthly estimated tax payments and extensions schedules and related work-papers.
- Assisted with federal and state tax audits and assisted with preparations of various schedules and related work-papers.
- Responded timely to all federal and state tax notices and worked closely with various outside service providers.
- Researched tax issues as necessary, provided write-ups and updated tax procedures.

Senior Accountant May 2004 – December 2006  
TIBCO Software, Dallas, TX

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## Responsibilities:

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- Managed weekly check runs including receiving all check requests, expense reports and verified that all are in compliance with financial policies and procedures.
- Monitored and managed post-award grants to ensure that budgeting and administrative policies & procedures follow company compliance.
- Assisted the controller with quarterly close including preparation of journal entries and distribution of financial reports.
- Assisted the finance manager with annual audit and all annual filings including state charitable registrations.
- Prepared deposits and entered it in accounting system and prepared monthly grant reports and investigate any discrepancies in budget to actual.
- Managed database and systems for recording and tracking grant proposals and reports.

Account I February 1999 – May 2004  
LoanCare and ServiceLink Loss, Dallas, TX

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## Responsibilities:

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- Assisted with federal and state tax audits and assisted with preparations of various schedules and related work-papers.
- Responded timely to all federal and state tax notices and worked closely with various outside service providers.
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Senior Accountant May 2004 – December 2006  
TIBCO Software, Dallas, TX

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## Education:

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Masters Degree in Finance  
University of Iowa, 1999  
Bachelors Degree in Accounting  
Rockefeller University, 1994

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## **Skills:**

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- Knowledge in organization, administration, and budget
  - Knowledge in Federal, State, municipal laws, statutes, codes and ordinances
  - Knowledge in methods and techniques of research, statistical analysis and report
  - Knowledge in cash flow and investment strategies
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## **Awards and Affiliations:**

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Certified Public Accountants Associates International, Member  
Professional Accounting Association, Member

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