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## Staff Tax Accountant Resume

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### Job Objective

To obtain a Staff Tax Accountant position and utilize my experience and skills for the successful completion of each job task.

### Highlights of Qualifications:

- A certified accountant with accomplished experience in creating individual and business tax returns
- Proficient with Microsoft Office Suite, computerized tax preparation, tax planning, and tax research software
- Skilled in the preparation and review of all types of tax returns
- Exceptional oral and written communication skills
- Excellent problem-solving and analytical skills
- Ability to operate a computer, calculator and 10-key pad
- Remarkable ability to perform in highly interruptive conditions
- Amazing ability to perform within time-frame

### Professional Experience:

Staff Tax Accountant, August 2005 – Present

Cleary Gottlieb Steen & Hamilton LLP, Picayune, MS

- Prepared monthly analysis related to tax payments made on behalf of partners worldwide.
- Prepared monthly analysis of payments made to expatriate partners.
- Assisted in preparation of analyses, communications and related journal entries for Partner payments.
- Analyzed sales tax and property tax accounts.
- Assisted in the preparation of federal and state income tax work papers by an outside firm.
- Participated in federal and state tax audits by compiling documentation, preparing supporting work papers and assessment reviews.

Staff Tax Accountant, May 2000 – July 2005

Search Services, Picayune, MS

- Computed tax for the basic to the more complex federal, state and local returns depending on experience.
- Handled tax research projects as they are needed and assigned.
- Ensured that client' tax returns were prepared accurately delivered on time.
- Prepared other reports and projects as requested by the partners and managers.

### Education:

Bachelor's Degree in Accounting, University of Tampa, Tampa, FL

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