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## Tax Accountant Resume

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### Job Objective

To obtain a Tax Accountant position that fully utilizes my experience and abilities.

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### Highlights of Qualifications:

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- Certified public accountant with accomplished experience in accounting and tax
  - Sound knowledge of online tax research sources, tax return, etc.
  - In-depth knowledge of income preparation and researching taxation issues
  - Proficient in Microsoft office suite (Excel, Access, Word, Outlook)
  - Strong technical and tax research skills
  - Ability to read and analyze financial reports and legal documents
  - Outstanding analytical and problem resolution skills
  - Excellent written and verbal communication skills
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### Professional Experience:

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Tax Accountant, August 2005 – Present  
Ajilon Finance, Lynchburg, VA

- Prepared and documented Sales and Use Tax returns, Business Licenses returns and Personal Property Tax returns and insure their timely payment.
- Supported Audit and Planning organization as needed on state and local tax audits.
- Conducted tax research and ensured that tax laws and regulations were applicable.
- Supported the preparation of overpayment submissions and reconciled tax accounts.

Tax Accountant, May 2000 – July 2005  
Follett, Lynchburg, VA

- Analyzed and reconciled various general ledger accounts; researched and resolved variances.
  - Acquired and renewed licenses for all stores and communicated with local and state governments, stores, and vendors on licensing issues.
  - Processed check requests and payments for property and business licenses on time.
  - Maintained tax calendar to timely complete all formalities.
  - Organized incoming mail, tax notices and bills so that all inquires are addressed.
  - Entered and maintained tax rates and commodities liability to taxation.
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### Education:

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Bachelor's Degree in Finance, Oakland University, Rochester, MI

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