
TAX ASSISTANT RESUME

Objective:

To obtain a Tax Assistant position.

Summary of Skills:

- A great deal of experience in administrative and office support experience
 - Flexible to work overtime during peak season and weekends
 - Strong written and verbal communication skills
 - Ability to prepare invoices, send faxes, prioritize emails and manage multiple reports
 - Exceptional ability to set priorities and meet deadlines
 - Proficient in Microsoft Word, Excel, and Outlook
 - Amazing ability to perform multi-tasks, work without help and with a team
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Work Experience:

Tax Assistant, August 2005 to till date
Kforce, Romeoville, IL

- Processed all quarterly estimates, yearly extensions, & returns.
- Computed payments, and generated spread sheets showing all State Income Tax Payments made through current account.
- Managed to journal appropriate charges to subsidiaries and key all state payments into spreadsheet.
- Analyzed State Income and Franchise Tax Accounts.
- Prepared State Income Tax, State and City Payroll information.
- Analyzed all tax accounts by quarter and processed quarterly Federal, State, and Franchise Tax Transfers.
- Amended State Returns upon completion of Federal Audit.
- Prepared and filed annual reports for the company selecting subsidiaries; and forwarded copies of returns filed from corporate to appropriate subsidiaries.

Tax Assistant, May 2000 to July 2005
LEGO Systems, Inc., Romeoville, IL

- Performed computer-generated reports and analyzed numeric information to be used in tax returns and other reporting.
 - Assisted in the preparation of various tax forms utilizing appropriate forms.
 - Processed tax payments, extensions and various tax filings and ensured to keep the tax calendar up-to-date.
 - Managed to scan documents for tax records, mailing and emailing hard and soft copies and coordinated in obtaining checks, signatures on tax filings.
 - Handled certified mailings and other specified delivery services for proof of mailing of time-sensitive filings.
 - Tracked large volume of incoming tax documents and maintained the library of tax filings, correspondence and documents.
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Education:

Bachelor's Degree in Accounts, Philadelphia University, Philadelphia, PA

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