
Tax Auditor Resume

Job Objective

Seeking a Tax Auditor position with the right company that offers the opportunity to learn and gain more experience in this field.

Highlights of Qualifications:

- Vast experience in performing tax research
 - Ability to analyze tax sensitive general ledger accounts
 - Ability to recognize different accounting systems and compile information to calculate tax details
 - Operational knowledge of Tax and Audit software
 - Proficient with basic computer applications and knowledge of MS office tools
 - Amazing ability to complete projects within deadlines
 - Excellent written and oral communication and Financial Management skills
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Professional Experience:

Tax Auditor, August 2005 – Present
The McIntyre Group, Stockton, CA

- Created and maintained uniform corporate procedure manual.
- Reviewed and managed to update existing procedures.
- Managed to establish new corporate procedures.
- Generated and issued quarterly Restrictive Trade reports.
- Maintained and filed various corporate logs – stock certificates, and legal documents.
- Confirmed compliance with departmental internal audit recommendations and management responses.

Tax Auditor, May 2000 – July 2005
Long Chilton, Stockton, CA

- Audited all documents like: tax return, invoices, balance sheets etc.
 - Computed tax refunds and adjustments and identified potential taxpayer liabilities.
 - Performed pre-audit analysis of the refund issue(s) and developed audit plan and procedure.
 - Reviewed internal accounting transactions to establish accuracy of the taxpayers' refund request.
 - Prepared detailed reports of refund audit results.
 - Recommended improvements in record keeping or internal procedures to assure adequate documentation.
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Education:

Bachelor's Degree in Accounting, Thomas Edison State College, Trenton, NJ

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