

---

## Tax Clerk Resume

---

### Job Objective

---

To obtain a Tax Clerk position in a company that will allow me to grow with the company.

---

### Work Experience:

---

#### Tax Clerk

TeleTech, Marcus Hook, PA

May 2004 – Present

- Maintained and updated all POs and expenditures paid to date, including paying all invoices as approved.
- Processed and distributed mail; Federal and State returns, including check requests.
- Assisted with maintenance of Customer's Master file data.

#### Tax Clerk

Spherion Staffing Services, Marcus Hook, PA

March 2002– April 2004

- Maintained customer's compliance to Tax Authorities payment.
  - Managed filing of returns.
  - Ensured timely preparation of quarterly and yearly processing.
  - Requested payment; and ensured initiation.
  - Performed payroll tax reconciliations, analysis, and special projects as assigned.
- 

### Summary of Qualifications:

---

- Remarkable experience with filing multi-state tax returns
  - Effective and professional communication skills
  - Ability to run overtime during quarterly and annual processing
  - Ability to write simple or routine memos and other correspondence
  - Proficient with telephone, copy machine, fax machine, scanner and computer.
  - Ability to pay close attention to detail
  - Excellent organization skills
- 

### Education:

---

Associate Degree in Accounting

Monroe Community College, Rochester, NY

[Build your Resume Now](#)