



Thomas Reed


Tax Accounting Associate

Goal-oriented accounting assistant with 10 years of experience in tax preparation support, account reconciliation, and budget monitoring. Proficient in preparing corporate tax documents, resolving multi-account discrepancies, and maintaining compliance with federal and state regulations. Known for consistent accuracy in high-volume environments and proactive identification of cost reduction opportunities. Dedicated to delivering precise financial support that strengthens organizational reporting integrity.

CONTACT INFORMATION

 (123) 456-7890

 email@example.com

 Seattle, WA

EDUCATION

Associate Degree in Accounting
Seattle Central College, Seattle, WA
May 2014

KEY SKILLS

- Tax document preparation and filing
- Account reconciliation (multi-account)
- Budget monitoring and cost reduction
- Compliance reporting (federal and state)
- Journal entry maintenance and general ledger
- Cash flow tracking and trend analysis
- Vendor account management
- QuickBooks and Microsoft Excel
- Financial statement support and analysis

PROFESSIONAL EXPERIENCE

Accounting Assistant | April 2017 - Present

Sunburst Accounting, Seattle, WA

- Prepared corporate tax documents for 80+ clients annually, maintaining a 98% accuracy rate across all filings and reducing amendment requests by 25%
- Reconciled discrepancies across 15 accounts monthly, developing a standardized review process that resolved issues 30% faster than department average
- Supported annual budget planning for 5 departments, identifying \$50,000 in cost reductions through systematic expense analysis and vendor renegotiation support
- Maintained compliance tracking for federal and state filings across 80+ client accounts, achieving zero late submissions over 7-year tenure
- Prepared monthly cash flow trend analyses for 3 senior accountants, enabling proactive adjustments that improved forecast accuracy by 18%
- Managed 25 vendor accounts, reducing overdue invoice volume by 20% through a proactive payment scheduling and follow-up system

Finance Assistant | June 2014 - April 2017

Eagle Solutions, Seattle, WA

- Maintained daily journal entries and accurate financial records for \$3 million in monthly transactions, supporting a clean audit trail for 3 consecutive fiscal years
- Analyzed monthly cash flow trends for 10 business units, producing reports that directly informed budget reallocation decisions by senior management
- Managed vendor accounts for 20 suppliers, reducing overdue invoices by 20% through systematic follow-up and payment schedule coordination
- Supported annual tax preparation for 40+ individual clients, organizing documentation packages that reduced senior accountant prep time by 10 hours per filing season

CERTIFICATIONS

- Enrolled Agent (EA), IRS, September 2018
- QuickBooks Certified User, Intuit, December 2016