P A T R I C K S M I T H

OBJECTIVE

To obtain full-time employment in an entry-level position in accounting with the opportunity for advancement.

EXPERIENCE

2008 - 2009 ABC Inc. Any Town, NY

Entry Level Accountant/Secretary

- Answer telephones and take messages.
- Filing.
- Data Entry/Work with Quick books and Excel.
- Income Tax/Work with Ultra Tax.
- Payroll.
- Homeowner Associations.

2004 - 2008 XYZ Corp. Any Town, NY

Entry-Level Accountant

- Analyzed aged receivables on monthly assigning collection period ranges accordingly.
- Participated in month end processes, preparing reports and analyzing discrepancies.
- Monitored proper controls and systems to effectively manage inventory levels.

2001 - 2003 BCD Inc. Any Town, NY

Tax Preparer/Entry Level Accountant

- Prepared federal and state income tax returns for staff members.
- Assisted clients with taxes and also provided advice to customers who had tax questions under the supervision of a CPA.
- Prepared short form and also long form tax returns, billed customers accordingly prepared invoices and received payment from clients.
- Also prepared foreign income tax returns and went over the returns in detail with the clients to ensure customer satisfaction.
- When necessary provided extensions and amendments as needed. Familiar with all federal forms such as 1099's 1098's and self employment procedures.

EDUCATION

2009 University Pennsylvania Pennsylvania, PA

- MBA in Business Administration

2007 University of Florida Miami, FL

- B.A. in Accounting.

2002 University of California Santa Barbara, CA

- Associates Degree in Accounting

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1996 NY High School Any Town, TX

- High School Diploma

References Available upon request

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