

**Jim Smith**

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**Objective:**

Seeking a position in an accounting field where I can utilize my skills and abilities in the field of tax oriented job that offers professional tax accountant.

**Educational Details:**

Bachelor of Science in Accounting  
University of Houston, 1989

Master of Science of Taxation  
University of New York, 1990

Master of Business Administration in Finance  
University of New York, 1992

**Summary of Qualifications:**

- 6+ years of tax and accounting experience.
- Experience in establishing corporate tax department.
- Experience working in global business environment.
- Experience in using technology tools to leverage data, increase process and tax return efficiency, and complete work.
- Able to research tax issues, apply practical tax experience.

**Skills:**

- Excellent technical writing and editing skills.
- Strong verbal communication skills.
- Strong influencing skills across business functions.
- Advanced computer skills.
- Excellent accounting skills.

**Computer Skills:**

Lotus, Excel, Ami Pro, WordPerfect, ProComm Plus, Spreadsheet Auditor, Flowcharting III.

**Professional Experience:****Leading Commercial Printer, Houston, TX, 1996-2000**Tax Accountant

## Responsibilities:

- Prepared individual, partnership, corporate and other types of tax returns.
- Did research on various tax matters.
- Ensured that all sales and use tax returns are filed timely and accurately.
- Prepared written communication for sales and use tax issues.
- Collected information for all sales tax, use tax, and personal property tax audits.
- Performed other duties as assigned.

**Hipping Agency, Friendswood, TX, 1992-1995**Tax Staff Accountant

## Responsibilities:

- Established a 401K plan for company employees, enhancing the company's benefits package.
- Prepared payroll, sales, use & property & commercial rent returns.
- Responded to both client and government inquiries.
- Devised the spreadsheet packages, financial statements and tax filings.
- Ensured that all legal fees and push down entries for separate companies are recorded.