



MICHAEL ANDERSON

TAX ASSOCIATE

CONTACT

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- 📍 San Francisco, CA

SKILLS

- Tax compliance
- Financial analysis
- Audit preparation
- Recordkeeping
- Tax software
- Problem-solving

LANGUAGES

- English
- Spanish
- French

EDUCATION

**BACHELOR OF BUSINESS
ADMINISTRATION IN ACCOUNTING,
STATE UNIVERSITY, 2020**

ACHIEVEMENTS

- Achieved a 95% accuracy rate in tax return preparation.
- Recognized for exceptional client service during tax season.
- Contributed to a 10% reduction in client tax liabilities through effective strategies.

PROFILE

Diligent and analytical Junior Accountant with a robust understanding of tax regulations and compliance requirements. Skilled in preparing tax returns and assisting with audits, ensuring adherence to financial regulations. Proficient in leveraging advanced accounting software for data management and reporting. Recognized for strong problem-solving abilities and meticulous attention to detail, contributing to the accuracy of financial statements and tax filings.

EXPERIENCE

TAX ASSOCIATE

Tax Solutions LLC

2016 - Present

- Prepared and filed individual and corporate tax returns accurately and timely.
- Conducted research on tax regulations to ensure compliance.
- Assisted clients in understanding tax obligations and strategies.
- Collaborated with senior accountants during audit preparations.
- Maintained detailed records of tax-related documentation.
- Utilized tax software to streamline filing processes.

ACCOUNTING INTERN

Finance Group

2014 - 2016

- Supported senior accountants in preparing financial statements.
- Assisted in data entry and account reconciliations.
- Participated in internal audits and prepared documentation.
- Helped in the preparation of monthly financial reports.
- Contributed to team efforts to enhance financial reporting accuracy.
- Engaged in training sessions on tax compliance and software usage.