



# Michael ANDERSON

## TAX COMPLIANCE SPECIALIST

Dedicated Tax Compliance Officer with a strong foundation in public accounting and extensive experience in tax compliance for nonprofit organizations. Expertise includes ensuring compliance with IRS regulations and managing potential tax liabilities while supporting the mission of nonprofit entities. Known for meticulous attention to detail and the ability to communicate complex tax matters clearly to stakeholders.

### CONTACT

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- 📍 San Francisco, CA

### SKILLS

- Nonprofit tax compliance
- IRS regulations
- Audit support
- Educational resource development
- Stakeholder communication
- Tax risk management

### LANGUAGES

- English
- Spanish
- French

### EDUCATION

**BACHELOR OF SCIENCE IN  
ACCOUNTING, NONPROFIT  
UNIVERSITY**

### ACHIEVEMENTS

- Successfully guided multiple nonprofits through IRS audits with zero findings.
- Recognized for excellence in nonprofit tax compliance efforts.
- Developed a comprehensive compliance manual adopted by various nonprofit organizations.

### WORK EXPERIENCE

#### TAX COMPLIANCE SPECIALIST

Nonprofit Tax Solutions

2020 - 2025

- Ensured compliance with IRS regulations for various nonprofit organizations.
- Prepared and reviewed tax filings, including Form 990 and related documents.
- Conducted compliance audits to identify and mitigate tax risks.
- Developed educational resources for nonprofit staff regarding tax compliance.
- Collaborated with board members to ensure tax obligations are met.
- Provided strategic guidance on tax-related issues affecting nonprofit operations.

#### TAX ASSOCIATE

Public Accounting Firm

2015 - 2020

- Assisted in the preparation of tax returns for nonprofit clients.
- Conducted research on tax regulations affecting nonprofit organizations.
- Collaborated with audit teams to ensure compliance with tax laws.
- Developed compliance checklists for nonprofit tax filings.
- Provided support during IRS audits for nonprofit clients.
- Participated in community outreach initiatives to educate nonprofits about tax compliance.