**Richard Wills**

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**Career Goal:** To become a successful and respected tax Accountant.

**Career Summary:** An accomplished and successful career in the field of financial accounting for a respected financial service organization in Massachusetts that began in Washington State.

**Summary of Skills:**

* Proficiency in the preparation of individual tax returns with all provisions for pension plans, tax deductions and so forth.
* Vast experience of the global business environment at a macro level.
* Ability to critically review and research tax issues to resolve them practically.
* More than 9 amazing years of experience in the accountancy and taxing industry.
* Excellent administrative, organizational and communication skills.
* Thoroughly adept in preparing corporate taxes and the specifics of a 401k plan.
* Full understanding regarding the computer applications pertaining to taxation.

**Work Experience**

**P& B Distributors, Seattle, WA. (2006 - Present)**

**Designation: Accounting/Tax Manager**

**Responsibilities:**

* Management of all tasks in relation with the local, state and federal income tax, excise duty, property and transaction taxes.
* Preparation of all tax accruals and reconciliation of tax return balance sheets.
* Analyzing the payroll tax returns of all employees and making the necessary changes.
* Study the tax effects on the transactions of P&B and offer that department advice in the investment and diversification plans or establishment of subsidiaries.
* Facilitating the implementation of tax law changes in the policies and procedures of the P&B.
* Assisting Human Resources in the allocation of the additional perks and benefits of the employees.
* Evaluation of the financial position and status of the company and to attend audit meetings.

**Fidelity Estates, Seattle, WA. (2004– 2006)**

**Designation: Tax Accountant**

**Responsibilities:**

* Organized the tax related functions as a separate entity and delegated all research and analysis work to tax functions to organize this entity.
* Enhanced the company’s benefits package to insure everyone has a satisfying benefits package.
* Trained the junior tax preparers on the new computer software and increased the efficiency by our department by 18%.

**Tax Accountant, Seattle, WA. (2001-2004)**

**Designation: Trainee /Tax Accountant**

**Responsibilities:**

* Preparation of the individual, partnership and corporate income tax returns.
* Engaged the financial projections, interstate taxation and business valuations with the assistance from the Senior Tax Accountant.
* Participated in the completion of the tax returns with a specialization in pension plans, nonprofit organizations, farms and multi-state corporations.

**Educational Profile**

* Masters in Business/Accounting; University of Washington, 2002
* Bachelor’s degree in Finance, Gonzaga University in 1998

**Technical Skills**

Word Perfect, Lotus, Excel, ProComm Plus, Ami Pro, Spreadsheet Auditor, and Flowcharting III.