**Mattie J. Edwards**

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**Professional Summary:**

Highly professional and skilled tax manager with more than 4 years of experience in tax planning, reporting and implementation in compliance with all tax laws as well as handling organization's tax issues to minimize tax bills as low as possible. Possess strong knowledge of tax and accounting processes as well as effective multi-tasking, leadership, technical and analytical skills in delivering quality tax services to the organization.

**Summary of Skills:**

* Strong knowledge of tax accounting and researching, different types of tax returns, tax laws, accounting systems and processes, GAAP and industry trends
* Proficiency in QuickBooks, MS Word and Excel including advanced functions like pivot tables, macros as well as strong knowledge of tax software such as Drake and TurboTax
* Effective communication and interpersonal skills to develop and maintain excellent relationships and rapport with clients as well as accounting and management staff
* Solid leadership and team working skills in mentoring junior accounting and tax staff to achieve common goals
* Strong analytical and strategic thinking skills to analyze data and develop appropriate solutions for complex problems
* Excellent organization and multi-tasking skills to manage multiple responsibilities and clients simultaneously and efficiently
* Ability to adapt in a fast paced and dynamic work environment quickly as well as ability to work calmly and effectively under pressure while prioritizing heavy workloads

**Work Experience:**

Tax Manager

Withum Smith Corporation, Los Angeles, CA

April 2016-Present

* Implementing, updating and monitoring workflow and standard operating procedures for the Tax department as well as assisting organization in reaching its goals through audit, tax, advisory and risk assessment
* Providing assistance in various tax requirements and activities associated with acquisitions and mergers
* Reviewing and supervising accrual to cash conversions as well as annual and quarterly income tax projections
* Providing technical support, guidance and training to junior tax staff
* Providing technical tax assistance regarding efficient tax structures and planning as needed as well as researching and managing complex tax planning and compliance
* Maintaining knowledge of current tax laws, regulations and changes as well as keeping management informed of current legislation and recommending tax planning opportunities
* Analyzing complicated tax related issues as well as giving advice or developing recommendations for implementations as required
* Ensuring company's annual earnings, expenditures and investments are reported with accuracy and completeness as well as overseeing the preparation of tax provision on a quarterly and year-end basis
* Researching and developing tax-saving strategies as well as planning, directing and executing tax related projects
* Providing guidance on the tax implications of business investments and transactions

Senior Tax Accountant

Dollar General Groups, Los Angeles, CA

September 2014- March 2016

* Performed tax provision, reporting, compliance and forecasting functions as well as assisted with tax planning initiatives and strategies
* Led and supervised the activities of staff and intern accountants in compiling and reviewing financial statements and preparing tax returns for clients
* Kept and maintained up-to-date knowledge on legislative developments related to direct and indirect taxes for multiple jurisdictions as well as performed necessary tax research to evaluate impact
* Reviewed income tax returns and tax estimates to ensure accurate and timely compliance with federal and state laws as well as prepared some complex returns and estimates also
* Prepared and reviewed complex tax provisions for financial reporting purposes as well as coordinated with outside tax preparers regarding work-papers and completion of tax returns and valuations
* Responded to tax notices and tax audit requests on a timely basis
* Maintained knowledge of tax code changes and accounting procedures to properly evaluate financial information
* Participated in recruiting and hiring activities as well as conducted training sessions for accounting staff to develop skills and improve their performance.

Tax Accountant

G&S Partners, Los Angeles, CA

September 2012- August 2014

* Prepared calculations for extension and quarterly estimated tax payments as well as provided support for quarterly and annual tax provisions
* Reviewed client provided general ledger and financial statements and prepared journal entries as needed to compile mid-year and year-end financial statements for book and tax purposes
* Worked closely with routine clients to handle tax related questions as well as collected necessary information for tax return and compliance
* Helped in conducting tax research, drawing conclusions and preparing technical memorandums to support tax positions
* Assisted with tax audits and other tax related inquiries as well as prepared tax footnote for the annual audited financial statements
* Recognized and informed senior management of the opportunities to increase the level of client servicing to meet or exceed client's expectations.

**Education:**

* Master's Degree in Accounting  
  University of California, Los Angeles, CA  
  2011
* Bachelor's Degree in Accounting  
  University of California, Los Angeles, CA  
  2008

**Certifications:**

* Certified Public Accountant(CPA)  
  2012