

PROFESSIONAL EXPERIENCE

DITTMER & COMPANY, PC | Kennett Square, PA 2016 – 2023

Privately owned CPA Firm providing accounting, tax compliance and consulting services.

Accounting Senior

Accounting Staff

- Prepared corporate and individual income tax returns including 1040, 1120, 1120S, 1065, 1041. Completed over 150 returns per season and over 250 annually. Multi-state, Schedule C and E.
- Performed write up/bookkeeping including transaction input, bank reconciliations, account analysis, client adjustments. Brought to trial balance, prepared financial statement compilations and reviews.
- Full payroll processor for over 60 entities including issuing paychecks, remitting taxes, quarterly and annual filings, new hire reporting, benefits/deductions, registrations, and audit fulfillment.
- Lead contact for clients regarding tax return questions, planning, tax notices, payroll, and accounting software. Held meetings with clients and prospective clients both in-person and online.
- Firm's expert on client programs Employee Retention Credit, Payroll Protection Program, and EIDL.
- Provided QuickBooks training, review, and support to clients both on-site and remote access.
- Executed client entity formation and compliance filings sales tax, business privilege, annual reports.

CRAIG SCOTT, INC. | West Chester, PA 2015 – 2016

New and used automotive dealerships grossing \$140 million annually in sales, service, and parts.

Office Manager (Scott Kia of Springfield)

Management Training (Scott Honda of West Chester)

- Managed daily operations of accounting department. Oversaw system input and procedures, account analysis, and monthly financial reporting to dealer principal and manufacturer.
- Completed accounting functions of accounts receivable, accounts payable, customer deposits, inventory management and packing, new, used, and wholesale deal processing, contract and floorplan funding, PDI, sales and service warranty submissions.
- Processed bi-weekly payroll, commissions, and performance incentives. Maintained employee records, benefits updates, and served as dealer's human resources representative.
- Dealership management system administrator. Assisted programmers in switch to new software.
- Cross-trained in Sales, Service, Parts departments. Completed manufacturer training courses.

TOMASI & COMPANY, LLP | Wyomissing, PA 2013 – 2015

Partnered CPA Firm providing tax, audit, and accounting services.

Senior Accountant

Staff Accountant

- Performed full accounting services for small businesses. Bookkeeping input, bank reconciliations, report analysis, client adjustments, tax return preparation, financial statement compilations. Experience with Schedule C and E sole proprietors, 1065 partnerships, and 1120/S corporations.
- Completed payroll provider services including scheduled paychecks, quarterly tax returns, annual filings and W-2s, new hire reporting, benefit and deduction maintenance, and audit fulfillment.
- Preparation of individual tax returns including federal 1040/1041, multi-state, and local returns.
- Created entity formation filings, corporate account registrations, electronic compliance access.
- Provided QuickBooks training, review, and support to clients both on-site and remote access.

PROPERTY INSPECTING & MAINTENANCE PROFESSIONALS, LLC | Pottstown, PA 2012 – 2013

Property preservation and residential home improvement contractor serving mortgage holding companies.

Partner / Controller

- Oversaw all accounting and administrative functions of business. Completed banking, accounts receivable, accounts payable, bookkeeping, payroll. Prepared company's partnership tax returns.
- Marketed and secured client service agreements. Submitted estimates, negotiated pricing, and obtained approved work orders. Submitted completed documentation and photos to clients.
- Managed employee on-site functions and route assignments. Instituted all training and procedure.
- Maintained construction inventory, equipment rentals and repairs, and subcontractor scheduling.

PRIMEPAY, LLC | West Chester, PA

2010 – 2011

National payroll service provider with local branch serving over 11,000 business clients.

Tax Associate

- Prepared client ACH bank transfer files and recorded payroll tax deposits. Transactions averaged tens of millions of dollars daily. Recorded tax escrow transactions in batch imports.
- Processed the electronic filing of monthly and quarterly tax returns for over twenty states.
- Maintained client banking. Executed client acquisitions and terminations.
- Completed tax notice resolutions, client balance analysis, and interoffice tax communications.

EDUCATION AND CERTIFICATIONS

PENNSYLVANIA STATE UNIVERSITY | University Park, PA

2005 – 2009

B.S. Accounting – Smeal College of Business

SOUTHERN NEW HAMPSHIRE UNIVERSITY | Online

2022 – Present

Pursuing Masters in Accounting with Tax Concentration

QUICKBOOKS PROADVISOR

2016 – Present

Certifications for Intuit QuickBooks Desktop and Online software.

XERO CERTIFIED ADVISOR

2023 – Present

SKILLS AND SOFTWARE

TAX SOFTWARE –Thompson Reuters CS products UltraTax, Workpapers, Fixed Assets, FileCabinet, and Practice. Drake products Tax, Accounting, and Documents. Intuit products ProSeries and ProDMS.

ACCOUNTING – QuickBooks Desktop, QuickBooks Online, Xero, DealerTrack, DealerCenter, MAS 90.

PAYROLL – QuickBooks Online Payroll, QuickBooks Desktop Enhanced Payroll, ADP RUN, Paychex Flex, Premier Payroll Services, Evolution HCM.

CLOUD & REMOTE SERVICES – Right Networks, MyQuickCloud LogMeIn, TeamViewer, RemotePC, Google Drive, Microsoft OneDrive, Remote Desktop.

OTHER APPLICATIONS – Microsoft products Excel, Word, Teams, Outlook, OneNote, OneDrive. Google products Gmail, Meet, Drive, Sheets. Zoom, Adobe Acrobat, PrintBoss, SmartVault, NetClient.