

## PROFESSIONAL EXPERIENCE

**JDA TSG**, New York City, NY

**January 2026 – October 2026**

### *Tax Analysis (Remote)*

- Analyze individual and business tax documents to ensure accuracy, completeness, and compliance with federal and state tax laws.
- Review financial statements, ledgers, and supporting documentation to validate income, deductions, credits, and adjustments. Prepare and verify tax data for entry into tax preparation software, ensuring alignment with IRS regulations and client-specific requirements.
- Identify allowable deductions and credits by interpreting IRS rules, tax law updates, and client financial activity.
- Research tax law questions and provide clear, actionable guidance to preparers and clients.
- Communicate with clients to clarify missing information, explain tax outcomes, and ensure understanding of filing requirements.
- Collaborate with cross-functional teams to improve workflow efficiency, data accuracy, and compliance processes.
- Maintain strict confidentiality and data security in handling sensitive financial and personal information.

**ALLAN M. CROSS, INC**, Denver, CO

**July 2025 – March 2026**

### *Accounting Clerk (Contract)*

- Summarize financial data from various sources (bank statements, receipts, ledgers) into organized spreadsheets such as cash accruals, trial balances, and balance sheets.
- Enter tax-related data into tax software like Lacerte 2024, ensuring accuracy and completeness for federal and state filings.
- Use QuickBooks to enter and code ledger, ensuring all accounts are up to date before tax preparation begins.
- Generate Profit & Loss statements and compare them against balance sheets to identify discrepancies or missing data.
- Assist with preparing individual and business tax returns by organizing supporting documentation and entering figures into IRS forms.
- Ensure compliance with current tax laws and filing requirements, including deductions, credits, and allowable expenses.
- Support the business owner directly by handling special accounting projects, organizing files, and preparing documentation for review.
- Perform ad hoc tasks such as scanning receipts, organizing client folders, and updating tax records as needed.

## **GSI GEOSTABILIZATION INTERNATIONAL, INC, Westminster, CO May 2025 – June 2025**

### *Office Manager (Contract)*

- Answer incoming calls and direct communication internally and externally to appropriate departments or personnel.
- Coordinate mass mailings and deliveries, ensuring timely distribution of materials.
- Order and manage office supplies, catering, and other resources to maintain a well-equipped workspace.
- Maintain office systems and procedures to streamline daily coordination, and workspace maintenance.
- Provide clerical support including scanning and preparing documentation.
- Serve as the first point of contact for clients, vendors, and visitors, ensuring a professional and welcoming environment.
- Handle inquiries and resolve issues with tact and efficiency.
- Organize office logistics, including meeting setups, vendor coordination and improve efficiency.

## **COLORADO COALITION FOR THE HOMELESS, Denver, CO June 2023 –February 2025**

### *Financial/Accounting Support-Grant Billing Associate*

- Audit, record and document grant billings to ensure accuracy and compliance with funding requirements.
- Process grants information promptly to meet billing deadlines and contract terms. • Review subrecipient invoices and provide feedback or request corrections for non-eligible items. • Post and reconcile general ledger entries related to grant activity.
- Prepare timely and accurate financial statements reflecting grant expenditures and revenues. • Assist in variance analysis and monthly expense reporting across multiple grants.
- Tick and tie, foot, and recalculate financial data to verify accuracy and compliance with grant agreements.
- Support interim, year-end and external audits by preparing reconciliations and documentation.
- Ensure adherence to federal, state, and private funding regulations, including allowable costs and documentation.
- Handle mailroom tasks such as picking up mail, copying checks and backup documents. • Prepare Perform bank deposits on a rotating basis.

### *Accounts Payable Specialist*

- Monitor AP inbox for invoices and vendor inquiries.
- Enter and code invoices to the correct property locations and vendor accounts.
- Ensure proper departmental coding and route invoices for approval from property managers, landlords, or other stakeholders.
- Input invoices, employee reimbursements, and FNB expenses into systems like Stamplicity and Sage Intacct.

- Process accounts payable payments in accordance with company policies and vendor terms.
- Allocate credit cards transactions to appropriate general ledger accounts.
- Research and resolve discrepancies between invoices, purchase orders, and receipts.
- Reconcile vendor statements and ensure all outstanding invoices are accounted for.
- Maintain accurate records of all transactions for audit and reporting purposes.
- Communicate with vendors regarding payments status, missing documentation, or invoices issues.
- Ensure timely responses to vendor inquiries to maintain strong relationships and avoid service disruptions.

## **SKILLS/TOOLS**

- QuickBooks
- Sage Intacct
- Syteline (ERP Software)
- IPP (Invoice Processing Platform)
- Microsoft Office: Outlook, Word, Calendar, PowerPoint, Excel (pivot tables and VLOOKUPS) • Stamplicy (Procure to Pay Platform)
- 2024 Lacerte (Tax Software)/Intuit