
JENNYFER METELUS EA, MBA

Westlake, Florida 33470 ♦ (954) 856-9030 ♦ jennyfer@beyondtaxandaccounting.com

PROFESSIONAL SUMMARY

Tax Accountant with 13 years of business and individual taxation experience and business financials and operations experience. Proficiency in use of computers and accounting and tax software programs. Excellent analytical and time management skills, strong numeracy skills and keen attention to detail to drive results.

SKILLS

Critical Thinking Capacity

GAAP Understanding

General Ledger Reconciliations

Tax Return Preparation (Federal & State)

Bookkeeping and Reconciliation

Relationship Building

Microsoft Office

Financial Statements

Strong Organizational Skills

Tax Computing

Strategic Visioning

Corporate Tax Filings

Drake Tax Mastery

ProAdvisor in QuickBooks Online & Desktop

Cash Flow Analysis

WORK HISTORY

Tax Accountant, 01/2019 - Current

Beyond Tax & Accounting Inc

- Successfully oversee company's financial data and compliance by maintaining accurate books on accounts payable and receivable, payroll, and daily financial entries and reconciliations
- Review financial reports to correctly ascertain taxation and statement requirements.
- Train junior staff how to prepare statements, resolve discrepancies and maximize efficiency.
- Examine accounts and records and computed tax returns according to prescribed rates, laws and regulations.
- Respond promptly to official tax notices requiring clarifications and additional submissions.
- Compute tax depreciation rates on business assets like technology and vehicles.
- Reconcile tax accounts to prevent discrepancies and maintain readiness for expected tax liabilities.
- Prepare federal and state income tax returns for individuals, businesses, and non-profits.
- Trained clients on QuickBooks to help make tax management easier.

- Reduce errors in tax filings by implementing thorough quality control measures and staff training programs.
- Provide expert tax advice to clients, resulting in significant tax savings and improved financial planning.

Tax Accountant, 01/2012 - 01/2019

Liberty Tax Service

- Successfully owned and operated two tax preparation offices while managing all business affairs, staffing, and client interactions.
- Examined accounts and records and computed tax returns according to prescribed rates, laws and regulations.
- Managed multiple tax projects simultaneously, ensuring deadlines were met and clients were satisfied.
- Conducted thorough reviews of financial records to ensure accuracy in reporting income, deductions, and credits.
- Worked closely with clients to properly fill out tax forms and file tax returns electronically.
- Prepared federal and state income tax returns for individuals, businesses, and non-profits.

EDUCATION

Masters of Business Administration

KAPLAN UNIVERSITY - Fort Lauderdale, FL

CERTIFICATIONS

- QUICKBOOKS ONLINE PROADVISOR
- LICENSED ENROLLED AGENT