

Resumé:

MEGAN BURNS

Ms. Burns has over six years of diverse tax and accounting experience. During those six years, she managed over thirty small business clients as well as prepared hundreds of individual and business tax returns. She is accustomed to working with federal, state and local agencies on a variety of different issues surrounding business and individual tax compliance.

Education

- BSBA, Finance, University of Pittsburgh, 2006

- Research federal and state tax codes
- Process payroll data entries

Areas of Expertise

- Familiar with IRS procedures and tax law
- Knowledgeable concerning different business structures & their tax implications
- Passed the Series 6, Series 63, and PA Life and Health Insurance exams
- Completed H&R Block's federal and state income tax education program
- Knowledgeable about investment opportunities concerning individual financial planning
- Accustomed to small business accounting procedures
- Extensive computer experience with QuickBooks, Creative Soutions Accounting Software, ProSeries Tax Software and Microsoft Office products
- Organizational with respect to meeting deadlines

Key Experience

- Prepare business and individual tax returns
- Balance client business accounts to prepare financial statements
- Resolve client tax issues with the IRS, state and local governments
- Prepare documentation for IRS, credit union, and insurance audits
- Complete quarterly payroll taxes for federal, state, and local agencies