

Elise McCauley

□ Professional Summary

Tenured administrative professional with extensive experience providing support to management. Analytical, detail-oriented leader adept at multitasking within a fast-paced environment. In-depth knowledge of standard office procedures, software, and machines; proficient use of Microsoft Office Suite, scheduling software, the internet, and database software.

□ Employment history

Senior Assistant, Kutler Tax Resolution Inc. Denver, CO

May. 2019 – Apr. 2020

Managed calendar and all necessary office tasks, including email, scheduling meetings and maintaining a dual calendar. Draft and edit all formal communications, specifically letters to clients regarding detailed tax code, formal letters to IRS Revenue Officers and Collections Officers within all 50 states. Maintained relationships with all clients to foster references.

Detailed and extensive review of client financial and bookkeeping records. Compiling of various federal and state tax returns (with supervision from IRS Enrolled Agent). Analyzed financial forms from the IRS/state taxing authorities, individual and business accounts, dissect and transcribe profit and loss statements, bank statements, etc., tax returns to ensure proper payments are being made and all forms reconcile, i.e., 941& 940 and W2/W3 forms. Directed clients on tax payments for the IRS and states according to deposit schedules & in some cases made payments directly to the IRS and states per clients' request. Advised clients on official IRS notices. Negotiated payment arrangements with the IRS with oversight from Enrolled Agent and the State Revenue Departments in all 50 states, negotiated relief of penalties assessed on accounts, wrongful assessments, if applicable, active involvement in seizure negotiations, levy/lien filing and permit/license revocations.

HR/Payroll, Compass Tax Group, LLC. Broomfield, CO

Oct. 2017 – May. 2019

Prepared and issued earnings statements. Issued paychecks and managed direct deposits. Maintained employee records. Provided information and answered employee questions about payroll and employment related matters. Managed electronic timekeeping systems to provide to payroll processor and manually collected and reviewed timesheets. Calculated payable hours, commissions, bonuses, tax withholdings, and deductions. Recruited and staffed. Main point of contact for performance and training, labor relations, and organizational development.

Served as a link between management and employees by handling questions, interpreting, and administering contracts and helping resolve work-related problems. Advised managers/ownership of changes in state law & employment opportunity and sexual harassment. Performed staffing duties including dealing with understaffing, mediating disputes, firing employees and administering disciplinary procedures. Addressed employee relations issues, such as harassment allegations, work complaints, and other employee concerns. Maintained and updated human resources documents, such as employee handbooks or directories and performance evaluation forms.

Senior Assistant, Larson Financial. Westminster, CO

Dec. 2014 – Oct. 2017

Managed calendar and all necessary office tasks, including email, scheduling meetings and maintaining a dual calendar. Draft and edit all formal communications, specifically letters to clients regarding detailed tax code, formal letters to IRS Revenue Officers and

Personal info

Phone:
(720) 655-3731

Email:
eliserene8@icloud.com

Address:
10350 Dover St Apt A13,
Westminster, CO 80221

Collections Officers within all 50 states. Maintained relationships with all clients to foster references.

Detailed and extensive review of client financial and bookkeeping records. Compiling of various federal and state tax returns (with supervision from IRS Enrolled Agent). Analyzed financial forms from the IRS/state taxing authorities, individual and business accounts, dissect and transcribe profit and loss statements, bank statements, etc., tax returns to ensure proper payments are being made. Advised clients on official IRS notices. Negotiated payment arrangements with the IRS with oversight from Enrolled Agent and the State Revenue Departments in all 50 states, negotiated relief of penalties assessed on accounts, wrongful assessments, if applicable, active involvement in seizure negotiations, and levy/lien filing.

Education

Pomona High School, Arvada, CO

High School Diploma, General studies, May. 2003