

FRANK CREA

Staten Island, New York 10303
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SUMMARY

Quality-focused accounting professional with cross-functional competencies in all phases of accounting, and financial analysis. Solid interpersonal skills with the ability to contribute as a team player and interface with professionals on all levels. Responds to operational and financial challenges with confidence, determination and focus. Strengths include: Financial Reporting Financial Analysis Accounts receivable Billing clients Account reconciliation Client Relations

EXPERIENCE

BONFIGLIO & DIETZ CERTIFIED PUBLIC ACCOUNTANTS, PLLC.

NY

Tax Accountant

06/2016 to Current

- Helped taxpayers by using their federal, state, and local codes and advise against potential tax liabilities.
- Developed & maintained client loyalty through practical analysis and tax planning for various individuals & businesses.
- Prepared S Corps, C Corps , 1065 Partnerships,1041.
- Prepared 1040 and Schedules for individual federal, and state tax return.
- Computed taxes owed by following tax code and uncovered potential deductions and Tax credits.
- Performed monthly bookkeeping & bank reconciliations for clients.
- Utilized Quickbooks software for bookkeeping consist of general ledger entries, payroll, fixed assets, and financial statements.
- Reviewed financial records such as income statements and documentation of expenditures.W2's, 1099.
- Collect Financial data and Analysis trends for schedules and projections.

TAX MAN

Staff Accountant

06/2014 to 06/2016

- Prepared 1040 and Schedules for individual federal, and state tax return.
- Computed taxes owed by following tax code and uncovered potential deductions and Tax credits.
- Performed monthly bookkeeping & bank reconciliations for clients.
- Utilized Quickbooks software for bookkeeping.

HOT CONCEPTS INC

Bookkeeper

10/2008 to 06/2014

- Full spectrum of accounting & bookkeeping for a Retail Company.Preparation and analysis of monthly & annual financial statements.
- Maintained Accounts payable, Accounts receivable.
- Reconciled Bank & Credit card accounts Prepared & sent invoices on the monthly basis.
- Trained and guide employees through established objectives, policies, rules, practices, methods and standards.
- Reconciled merchandise invoices against received shipments Assisted in filing sale tax and payroll tax with CPA Assisted in filing Sub Chapter S 1120S.

EDUCATION AND TRAINING

BACHELOR OF SCIENCE: ACCOUNTING ,MANAGEMENT FINANCE
City University of New York, College of Staten IslandENROLLED AGENT LICENSE

May 2016**The**

SKILLS

Access,Microsoft

Excel,PowerPoint,Word,QuickBooks,Ultra

Tax,Lacrete, CCH Proseries , Axxess Tax

ADP, Accountant office payroll, Checkpoint

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