

# RACHELLE GROSS

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## TAX ACCOUNTANT

Pro-Active, Accurate, and certified Tax Accountant with over 15 years of experience in preparing, reviewing, and submitting, federal, state and local tax returns for businesses and individuals. Reputation for investigating and resolving issues and constantly striving for process improvement. Proficient in generally accepted accounting principles (GAAP) and related accounting and tax preparation software. Ability to contribute the highest quality of output individually and as a team player and can interact with professionals on all levels.

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### SOFTWARE EXPERIENCE

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- Microsoft Word
- Microsoft Excel
- Microsoft Access
- Microsoft Outlook
- Microsoft PowerPoint
- Microsoft Solomon Dynamics
- Xero
- Intacct
- MAS 90
- QuickBooks - **Certified ProAdvisor**
- Great Plains
- NetSuite
- Peachtree/Sage 50
- ProSeries
- Lacrete
- Drake
- ProConnect
- UltraTax
- CCH
- ATX
- Tax Processor Plus

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### EDUCATION

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**WESTERN GOVERNORS UNIVERSITY** - Online

**Bachelors** of Science - **Accounting**- (with honors- 3.8/4.0), 2021

**NATIONAL COLLEGE OF BUSINESS** — Madison, TN

**Associates** of Applied Science (AS) - **Accounting** (with honors-3.6/4.0), 2011

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### CORE QUALIFICATIONS

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- Sound up-to-date knowledge of federal, state and local tax laws as well as in-depth understanding of filing income tax returns: 1040 (with schedules), 1065, 1120s, 1120, 990, etc.
- Ability to perform the tasks accurately and work in a fast paced, dynamic environment
- Experience with the preparation of all tax return documents
- Adept to detailed tax research and planning
- Provides exceptional client service and exhibit a sense of urgency to complete work in a timely and accurate manner

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### PROFESSIONAL EXPERIENCE

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**UNIQUE FOR YOU LLC** – Nashville, TN

*Unique For You is a virtual full-service accounting, bookkeeping, payroll, income tax (personal & business) and business consulting firm.*

**Tax Manager/Reviewer (Seasonal), 2015-2023**

- Management of tax staff
- Tax planning and research
- Tax preparation/review of individuals, partnerships, and corporations
- Identifying accounting and tax issues and developing solutions or recommendations
- Examining, reconciling, and analyzing financial information, including balance sheets, income statements, etc.
- Preparation of other tax forms (quarterly and/or annually), such as property tax returns, payroll tax returns, year-end informational schedules

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**PROFESSIONAL EXPERIENCE (CONTINUED)**

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**B&T SERVICES LLC** – Goodlettsville, TN*Providing professional tax preparation and bookkeeping services***Tax Manager, 2022**

- Improve processes by developing or implementing best practices
- Provide innovative tax planning and review complex income tax returns
- Completing responses and schedules in preparation for income tax audits
- Collaborate with others on the tax team to devise long-term tax plans and strategies
- Review a variety of financial documents to prepare tax returns and provide tax services
- Deliver a full range of tax services in compliance with laws and regulations within timeframe
- Build relationships and interact with clients to provide excellent planning, consulting and expertise

**LIBERTY TAX** – Nashville, TN*At Liberty Tax, we know how hard you work which is why we're hard at work building a company ready to meet all your financial and life needs. From taxes to loans, bookkeeping, and beyond.***Tax Instructor/Preparer/Reviewer, 2022**

- Conduct independent audits
- Prepare and revise course outlines; develop curriculum
- Develop alternate delivery systems for courses where appropriate
- Review tax returns, applications, and records for completeness and accuracy
- Take continuing education courses to stay up-to-date on changes in federal and state tax codes
- Update and assess student learning outcomes; and develop appropriate assessment instruments
- Uses tax form instructions and tax tables to make proper entries on the tax form and compute the amount of taxes an individual or business owes

**VETTER PROFESSIONAL SERVICES LLC** – Nashville, TN*Certified public accountant in Berry Hill, Tennessee***Tax Preparer (Seasonal), 2020**

- Informing clients or employers on the tax preparation process
- Preparing and make changes to client's books for tax preparation
- Inputting data from financial records into tax return software or databases
- Collecting relevant financial records, including pay stubs and income statements
- Using applicable federal, state and local tax law to determine deductions and how much each client will pay or earn on the return
- Completing and filing tax documents with appropriate agencies, like the IRS, state and local government entities
- Acting as a representative for clients with applicable agencies as required

**INDEPENDENT BUSINESS CONSULTANT** — Nashville, TN and surrounding areas 2006-2022  
**Contracts/Clients** *(including, but not limited to)*: **AdvancedCare Health, Strategic Ally, Music City Roofers, K&S Associates, Dredge Central, Precedent Spine Health, Dentistry of Nashville, Gibson Guitar, Custom Fit Bookkeeping & Tax, State of Tennessee, Cogent Healthcare, LKQ, Renal Advantage, Kroger Accounting, Horne LLP, Ernst & Young, McGraw Hill, Gross Maintenance Services** *(1998-current)*

- Generate and formulate monthly forecasts and annual budgets
- Manage risk insurance policies –yearly renewals and audit process
- Prepare and submit required employee census' for benefit renewals
- Create all general ledger journal entries necessary to generate financial statements
- Plan, study, collect, analyze, and record data to determine costs of business activity
- Prepare Federal & State tax filings, including Sales & Use, Franchise, Property & Federal Income
- Check figures, postings, and documents for correct entry, mathematical accuracy, and correct codes
- Manage and guarantee bi-weekly disbursement of in-house, multi-company, multi-state payroll, including garnishments, benefits and taxes to 2,000+ employees consistent with federal, state, wage, and hour laws
- Maintain subcontractors (vendors) information (W9 and Insurance), for compliance, audits, and 1099 forms
- Manage inflow and outflow of cash including facilitating the movement of funds to appropriate bank accounts
- Maintain account structure for multiple funds' general ledger to include organizational, program & classifications
- Set up the company's accounting system including the Chart of Accounts on several types of accounting software