

TYRA BELL

34 SHAMROCK STREET, APT 3, WORCESTER, MA 01605

912-320-9436

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Professional Summary

Hardworking accounting professional focused on completing work quickly and accurately to consistently exceed targets. Reliable team member accustomed to taking on challenging tasks. Dedicated to business success.

Skills

- Tax preparation
- Accounts payable and receivable
- Quickbooks
- Microsoft Excel
- Preparing financial statements
- Written Communication
- Customer relations
- Legal research

Experience

Senior Tax Accountant

Dec 2018 - May 2021

Henry C. Kulik - Leominster, MA

- Met with clients to provide tax planning strategies, discuss any tax issues and advise on strategies to control their liability.
- Prepared tax returns and maintain bookkeeping for small businesses and corporations across multiple states.
- Prepared financial statements and balance sheets.
- Communicated with clients and IRS regarding tax notices and audits.
- Performed tax research and kept abreast of tax legislative changes affecting clients.

Staff Tax Accountant

Aug 2016 - Oct 2018

Robert Half - Worcester, MA

- Created, verified and added new journal entries in Quickbooks.
- Updated general ledger with new entries, verifying transaction accuracy to minimize errors.
- Reviewed clients' W-2s, supplementary income and expense documentation to prepare accurate tax returns with minimum liability.
- Used several different tax softwares to prepare 1040, 1120, and 1065 forms with impeccable accuracy.

Accounts Payable Manager

Jun 2015 - Jul 2016

Robert Half - Worcester, MA

- Reconciled accounts payable aging to general ledger for month-end and year-end close.
- Educated internal and external customers on company policies and procedures to enhance workflow efficiency and promote company-wide understanding of accounts payable procedures.
- Kept accounts payable files current, accurate and in line with GAAP standards.

- Managed full P2P cycle, including purchase order processing, vendor invoicing and employee expense tracking.

Junior Tax Associate

Jan 2013 - Apr 2015

Waltham & Conrad Associates, P.C. - Watertown, NY

- Prepared and reviewed simple and complex tax returns on behalf of individual and small business clients.
- Verified the form totals carefully to locate and resolve mathematical, procedural and data entry errors.
- Obtained detailed information from clients outlining their taxable income and deductible expenses.

Education

*Associate of Applied Science : Accounting
Central Texas College - Killeen, TX*

May 2011