

# Tax Accountant Bookkeeper



Location **Texas**  
<https://www.genclassifieds.com/x-511312-z>

I am a professional accountant who has been in the accounting industry for over 13 years and have my own business. I am seeking new clients that need monthly, quarterly, yearly bookkeeping services performed or have any outstanding tax challenges. . Primarily I work with QuickBooks and enjoy learning other software packages.

## Qualifications:

- \*13 years of experience
- \*M.S. in Accounting, M.B.A. in Taxation and currently taking the CPA exam
- \*QuickBooks & Excel skills

Hunter Bookkeeping can provide the following services to your business:

- \* Bookkeeping cleanup
- \* accounts payable
- \* accounts receivable
- \* bank reconciliations
- \* financial statement preparation
- \* audit preparation
- \* general ledger account reconciliations
- \* other financial reports
- \* sales tax returns
- \* inventory tracking
- \* payroll

\*bank & credit card reconciliation  
month end closing, journal entries & adjustments  
sales & expense reporting  
budgeting, forecasting, cash flow management, financial analysis  
communications with your tax professional or CPA to address questions

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