

Candidate 19115440

Accountant

SUMMARY

He is a results-driven and detail-oriented Accountant with 15 years of experience, including over 8 years specializing in Australian tax and accounting practices. He has worked across diverse industries, including the real estate investment sector.

He possesses a strong foundation in core accounting functions, demonstrating expertise in tax and compliance across various areas, including BAS, IAS, PAYGW, Superannuation, FBT, CGT, and Div7A. His skills extend to financial reporting, encompassing the preparation of financial statements, reconciliations, and variance analysis.

His experience also covers payroll and bookkeeping, from end-to-end payroll processing and ledger management to GST calculations. Beyond technical skills, he offers advisory and analytical capabilities, including tax planning, cash flow management, and process improvements.

Finally, he exhibits leadership and training qualities, having experience mentoring junior accountants, reviewing staff work, and managing deadlines.

TOOL & SOFTWARE USED

Xero	FYI Docs	Google Suite
Quickbooks	Karbon	Microsoft tools
MYOB	ATO Portal	BGL SF 360

WORK EXPERIENCE

Senior Tax Accountant

Hammerjack Pty Ltd. - Australian Firm – Bell Partners

November 2024 – Present

Duties and Responsibilities:

- Managed and migrated client ledgers to Xero, enhancing financial reporting, efficiency and accuracy.
- Prepared and analysed financial statements, including BAS/IAS submissions, ensuring compliance with Australian Taxation Office.
- Supervised and delegated tasks to junior staff, maintaining high standards in bookkeeping, fixed asset management, and reconciliation processes.
- Prepared tax returns for a diverse range of clients, including individuals, sole traders, partnerships, companies, and trusts.
- Conducted comprehensive account reconciliations (GST, PAYGW, Superannuation) and computed provisions for income tax.
- Prepared Super Guarantee Charge (SGC) workpapers and statements, ensuring compliance with Australian legal obligations regarding employee superannuation contributions.
- Oversaw payroll processing, resolving complex payroll queries, and serving as the Subject Matter Expert for all payroll-related inquiries, managing termination and redundancy payments.
- Utilized ATO portal effectively for client account management and tax-related queries.
- Drafted key queries for supervisors, managers, and clients, ensuring clear communication and resolution of issues.

Accountant

TOA Global for Australian Firm – BridgePoint Group Advisory

October 2023 - November 2024

Duties and Responsibilities:

- Managed and migrated client ledgers to Xero, enhancing financial reporting, efficiency and accuracy.

- Prepared and analysed financial statements, including BAS/IAS submissions, ensuring compliance with Australian Taxation Office.
- Prepared tax returns for a diverse range of clients, including individuals, sole traders, partnerships, companies, and trusts.
- Conducted comprehensive account reconciliations
- Prepared Super Guarantee Charge (SGC) workpapers and statements, ensuring compliance with Australian legal obligations regarding employee superannuation contributions.
- Utilized ATO portal effectively for client account management and tax-related queries.

Senior Corporate and Property Accountant

Kajae Premium Staff Augmentation with a US Investment Company - MJW Investments
April 2022 – January 2024

Duties and Responsibilities:

- Maintained financial records for 20 entities, ensuring compliance with accounting standards through accurate daily receipts and disbursements recording.
- Assisted in daily cash management and balance analysis to assess current and future cash requirements.
- Prepared and delivered weekly and monthly financial reports (balance sheets, income statements, accounts receivable aging summary, cash flow analysis) to ownership.
- Reviewed and posted bank reconciliations and ensured timely management fee collection using Yardi and QuickBooks Online.
- Conducted variance analysis, identified root causes for significant variances, and addressed issues promptly with property managers and other team members.
- Managed monthly tenant charges, processed deposit accounting for moving tenants, and provided training and support to team members as needed

Accountant

TOA Global Inc. for Australian Firm - Engage Wealth Solutions
January 2021 – February 2022

Duties and Responsibilities:

- Managed and migrated client ledgers to Xero, enhancing financial reporting, efficiency and accuracy.
- Prepared and analysed financial statements, including BAS/IAS submissions, ensuring compliance with Australian Taxation Office.
- Conducted comprehensive account reconciliations (GST, PAYGW, Superannuation) and computed provisions for income tax.
- Utilized ATO portal effectively for client account management and tax-related queries.
- Oversaw payroll processing, resolving complex payroll queries, and served as the Subject Matter Expert for all payroll-related inquiries, managing termination and redundancy payments.
- Drafted key queries for supervisors, managers, and clients, ensuring clear communication and resolution of issues.

- Maintained a high level of communication skills, fostering strong client relationships and team collaboration

Part-time Private Tutor
Accounting, Auditing and Taxation
May 2019 - May 2021

Duties and Responsibilities:

- Empowered the student to grasp and excel in major accounting subjects. (Management Advisory Services,
- Auditing, Taxation, Financial Accounting and Reporting and Advance Financial Accounting and Reporting)
- Increased student knowledge and analytical skills leading to improved exam performance and subject mastery.
- Developed engaging learning materials including illustrations, assignments, and practice quizzes to reinforce key concepts and problem-solving techniques.
- Provided personalized support and mentorship, addressing individual concerns and building student confidence in their abilities.
- Witnessed firsthand the joy of student success and achieving passing grades or exceeding expectations.
- Succeeded in making the student pass his subjects

EDUCATION

Gordon College
Bachelor of Science in Accountancy
March 2017



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