**Joseph W. Dunaway**

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**Career Summary:**

Extremely knowledgeable, dynamic and certified Tax Specialist looking for a challenging position to use my knowledge in taxation, and help clients in paying right amount of tax as well as avoid legal hassles.

**Summary of Skills:**

* Sound knowledge of federal, state and local tax laws, and its implementation for filing tax returns
* Familiar with the accounting principles and taxation tools like LodgeiT used for calculating tax
* Ability to explain tax-related issues to clients and help them
* Capable of conducting research to solve critical taxation issues during financial year-end, and maintain clients' portfolio
* Adept in problem-solving, and possess an excellent organizational approach
* Exceptional communication and interpersonal skills

**Work Experience:**

Tax Specialist

ADP Incorporation, Portland, ME

November 2016 – Present

* Performing various duties like conducting payroll processing, reconciling taxes, and making required corrections
* Researching, and preparing statistical and financial reports by following federal tax regulations, and related assignments
* Assisting accounting team in preparing local, state, and federal tax returns as well as claiming tax refunds for the clients
* Maintain confidentiality of clients' data, and speeding up the process of calculating annual tax by using appropriate tools
* Conducting training sessions to teach LodgeiT platform to new employees
* Maintaining up to date knowledge of federal taxes to answer queries from the authorities
* Regularly following up on complicated issues to provide appropriate status reporting during financial quarter-end by providing assistance to auditors

Tax Processing Specialist Associate

ADP Incorporation, Portland, ME

February 2015 – October 2016

* Took responsibility to file or amend ax returns, and completed special projects as assigned by the supervisor
* Studied federal tax reforms to incorporate changes in company's policies for providing the best services to clients
* Coordinated with the team to review and prepare papers related to tax returns
* Worked as a part of the consultant team to give appropriate suggestions to the multinational clients looking forward to getting tax benefits
* Responded to tax inquiries from the government for the concerned clients, and researched tax laws to find out appropriate solutions
* Assisted clients in getting reimbursement for overpaid tax

Staff Tax Accountant

Mitford Consultancy, Portland, ME

June 2012 – January 2015

* Prepared documentation regarding federal, state and local income tax returns for clients
* Performed balance sheet reconciliations, including journal entries, and troubleshooted variances as required
* Worked under the supervision of accountant to maintain financial reports, and recorded general ledgers
* Coordinated with other personnel in the team to file tax returns, prepare monthly balance sheets, and other financial documents
* Participated in monthly team meetings to streamline tax planning process and practical approaches as per clients' need
* Assisted in the preparation and filing of tax returns for individual and corporate clients

**Education:**

* Bachelor's Degree in Taxation Law  
  University of Southern Maine, Portland, ME   
  2011

**Certification:**

* Certified Public Accountant  
  2016

**Reference:**

On request.