

JAY GARSHAW

749 Silver Bluff Road, Aiken SC ~ 317-403-3418 ~ jay.garshaw@gmail.com

KEY COMPETENCIES

• AIPB Certification • QBO ProAdvisor • Accounting Best Practices • Tax bookkeeping and preparation • Financial statement preparation and analysis • Customer Service Standards • Project Management • Staff Training/Mentor • Team Leadership • GAAP Principles

PROFESSIONAL EXPERIENCE

SEROTTA, MADDOCKS, EVANS & Co. AIKEN, SC

8/01/2022 – 01/03/2025

Tax Staff Accountant II

- Quarterly accounting and bookkeeping, financial statements, payroll, and tax preparation for list of clients.
- Directly interact with clients, operating independently with appropriate oversight.
- Individual and business tax preparation (1040, 1065, 1120C, 1120S, 990, 1041) Sales tax, Payroll Taxes.
- Preparation of client Engagement Letters and Tax Planning.
- Analysis of quarterly bookkeeping, capitalizing assets, maintenance of Depreciation Schedules and Fixed Assets.
- Respond to IRS and SCDOR tax notification letters

CORNERSTONE MANAGED PROPERTIES, LORAIN, OH

12/2020-7/2021

Staff Accountant

- Develop internal control policies, guidelines, and procedures for activities such as budget administration, cash and credit management, and accounting.
- Prepare or direct preparation of financial statements, business activity reports, financial position forecasts, annual budgets, and/or reports required by regulatory agencies.
- Provide leadership and coordination in the administrative, business planning, accounting and budgeting efforts of the company.

PAYNE NICKLES & CO., NORWALK, OH

1/2019-5/2020

Staff Accountant

- Provide a broad range of accounting services to varied industries including clients operating small businesses or farms of any size. The company also provides services to individuals of high net worth.
- Proficiently prepare financial statements and all necessary individual and business tax returns.
- Directly interact with clients, operating independently with appropriate oversight.
- Complete reports with speed but also with a high degree of accuracy.

EDUCATION

Master of Science, Accounting, INDIANA WESLEYAN UNIVERSITY -2017

Bachelor of Science, Business Administration, MARIAN COLLEGE, INDIANAPOLIS, IN -2002

Bachelor of Science, Sports Management, MARIAN COLLEGE, INDIANAPOLIS, IN -2002