**JAY GARSHAW**

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

# CAREER PROFILE

Key Contributor & Effective Leader with a demonstrated background in public accounting, bookkeeping, individual and business tax, payroll, accounts payable/receivable and financial statement preparation and analysis. Experienced in providing superior customer service to both internal and external clients, analyzing complex account issues, and creating internal best practices. Equipped with a significant ability to leverage skills in project management and to introduce new tools for cost/time savings and efficiency improvements.

# KEY COMPETENCIES

* Accounting Best Practices • Tax bookkeeping and preparation
* Financial statement preparation and analysis
* Customer Service Standards • Operations Management • Project Management
* Time Management • Detail Oriented • Staff Training/Coaching Team Leadership • GAAP Principles

• Complex Problem Solving • Oral/Written Communication • Policy Development • Quality Control

**PROFESSIONAL EXPERIENCE**

SEROTTA, MADDOCKS, EVANS & Co. AIKEN, SC 8/01/2022 - Current

## 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.

USDA-APHIS; JOHN GLENN NASA STATION; SANDUSKY, OH 7/2018-12/2018

## Scientific Database Technician

* Assisted in maintaining the Federal Aviation Administration National Wildlife Strike Database. Examined and researched wildlife-aircraft strike reports from pilots and other knowledgeable individuals to assure accurate, finalized non-duplicating data for the master database through Microsoft Access.
* Accurately entered data and ensured the integrity of data and databases at all times.
* Assisted in database searches for selected records or other data as requested by FAA, USDA/Wildlife Services (WS) biologists, engine manufacturers, National Transportation Safety Board, and others.

SHORELINE YARDWORKS, LLC AND KMK ESTATES, NORWALK, OH 7/2017-4/2018

## Accounts Receivable/Payable Manager - Assistant Property Manager

* Provided accurate daily bank reconciliation of four accounts; accounts payable; accounts receivable, transferring of money between bank accounts; handling and depositing cash; billing and collections.
* Supplied marketing support and job-cost analysis.
* Answered daily tenant and client communications; scheduled facility maintenance; screened new applicants; managed outside staff on a daily basis.

### Earlier Professional Experience

* **Guest Services Supervisor**, Marriott, Indianapolis, IN.  **Registry Collection Vacation Guide, On-Site Resort Liaison, Member Services Advisor Line, Lead Coach, New Hire Training.**. Resort Condominiums International, Indianapolis, IN. **Broker Trainee Program Member**, Charles Schwab.

# EDUCATION

**Master of Science, Accounting,** INDIANA WESLEYAN UNIVERSITY

**Bachelor of Science, Business Administration,** MARIAN COLLEGE, INDIANAPOLIS, IN

**Bachelor of Science, Sports Management,** MARIAN COLLEGE, INDIANAPOLIS, IN