

Joanna Fuchs

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Accounting and Tax Professional with comprehensive experience in full-cycle accounting, tax preparation, and compliance-focused reporting. Proven record of preparing 245+ accurate tax returns across consecutive seasons while maintaining strict confidentiality and regulatory adherence. Known for improving processes, delivering strong client service, and mentoring team members in fast-paced, deadline-driven environments. Self-motivated and effective at managing multiple priorities independently.

Area of Expertise

- Accounting Principles
- Tax Preparation
- Regulatory Compliance
- Financial Management
- Team Collaboration
- Time Management
- Prioritization
- Customer Service
- Client Relations
- Independent Work
- Data Protection
- Confidentiality

Experience

NOV 2025 – APR 2026

Tax Preparer II | Jackson Hewitt | Sherman, Texas

Managed client appointments and handled phone inquiries. Prepared and filed 154 tax returns while ensuring accuracy of returns and payments using tax preparation software. Maintained confidentiality of sensitive data and adhered to data protection protocols.

- Analyzed tax returns and communicated complex tax regulations to clients, enhancing client satisfaction and trust.
- Clearly explained loan terms to clients, ensuring compliance with lending requirements, and informed decision-making.
- Managed client relationships and mentored colleagues, contributing to high-quality service and team development.

NOV 2024 – APR 2025

Tax Preparer I | Jackson Hewitt | Sherman, Texas

Scheduled client appointments and managed phone communications. Prepared, processed, and filed 91 tax returns while ensuring accuracy of returns and payments.

- Reviewed and interpreted tax laws and regulations, translating complex requirements into clear guidance for clients.
- Maintained confidentiality of sensitive information and complied with data protection policies and security protocols.
- Completed ongoing training and professional development to enhance skills and improve client satisfaction.

JAN 2023 – OCT 2024

Relocation & Family Care | Career Break | Sherman, Texas

Relocated from Clovis California to Sherman Texas for family and career opportunities. Coordinated healthcare decisions, advocated for medical needs, and managed financial affairs for a parent during an extended health crisis.

- Volunteered w/Sherman Pathway, implementing new nonprofit accounting software and providing bookkeeping support.
- Maintained and expanded professional skills through freelance projects and online professional development courses.

JAN 2014 – DEC 2022

Office Manager / Bookkeeper | Fuchs General Contracting | Clovis, California

Oversaw fiscal management and support functions. Performed full-cycle accounting functions, including accounts receivable, accounts payable, progress billing, journal entries, and general ledger reconciliation using QuickBooks. Compiled financial reports using Microsoft Excel and managed payroll, tax filings, W-2's, and 1099's ensuring regulatory compliance and timely submission of all reporting requirements. Secured permits, bonds, and insurance policies.

- Streamlined financial reporting processes improving accuracy, efficiency, and timeliness of reporting.
- Developed robust job-cost accounting reports, improving project tracking, cost visibility, and financial decision-making.
- Designed and maintained the company website, increasing client engagement by 20%.

OCT 2017 – JAN 2019

Business Manager | Bass Lake Homeowners Association | Bass Lake, California

Managed daily administrative and operational activities, acting as the primary liaison for community members and stakeholders while ensuring high-quality customer service. Processed applications, payments, and customer correspondence while resolving complaints and prioritizing competing deadlines. Designed and implemented a new QuickBooks accounting system, integrating financial databases and managing accounts receivable, accounts payable, payroll, tax reporting, and corporate records.

- Monitored monthly financial performance, prepared financial reports, and presented key findings to the Board of Directors.

- Managed office budgets, controlled expenditures, and ensured efficient allocation and disbursement of funds.
- Prepared bank deposits and maintained accurate records, meeting agendas, and official meeting minutes.
- Coordinated and organized monthly Board of Directors meetings, providing administrative support and recommending policy and procedural improvements when appropriate.
- Maintained compliance with organizational policies, financial procedures, and recordkeeping requirements.

Education

Full-Charge Bookkeeper | Accounting Major - Diploma | Heald College | Fresno, California

- 3.8 GPA