Harlow Vasquez

Tax Accountant

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SUMMARY

Tax accountant with 5 years preparing and reviewing individual and corporate returns, working in ProSystem fx, UltraTax and Excel. Prepared or reviewed over 180 returns last season, caught a $42,000 deduction error before filing, and cut average return turnaround by 2 days through better workpaper organization. Comfortable leading a small review team during peak season.

EXPERIENCE

Senior Tax Accountant — Millbrook & Hale CPAs

Charlotte, NC · Oct 2022 – Present

- Prepared and reviewed 110 individual and 35 small business returns during the 2026 season, with a first-pass review rejection rate under 5%.
- Caught a $42,000 misapplied depreciation deduction on a client's rental property return before filing, avoiding a likely amended return and penalty.
- Led quarterly estimated tax planning for 28 self-employed clients, reducing underpayment penalties for 22 of them compared to the prior year.
- Trained 3 junior staff on ProSystem fx workflows and workpaper standards, cutting average return prep time by 2 days per return.

Tax Accountant — Keswick & Oduya LLP

Charlotte, NC · Jan 2020 – Sep 2022

- Prepared federal and multi-state returns for 60 individual clients and 15 S-corporations using UltraTax CS.
- Researched and resolved 18 IRS notices for clients, closing 14 with no additional tax owed.
- Reconciled trial balances and prepared adjusting journal entries for 20 small business clients ahead of year-end filing.

SKILLS

Tax software: ProSystem fx, UltraTax CS, Lacerte (basic), QuickBooks Online

Returns: Form 1040, 1120, 1120-S, 1065, multi-state individual and business returns

Compliance: Quarterly estimates, IRS notice resolution, depreciation schedules, basis tracking

Tools: Excel (pivot tables, VLOOKUP), Microsoft 365, tax research via CCH AnswerConnect

CERTIFICATIONS

CPA (North Carolina), 2021

Enrolled Agent eligible

EDUCATION

B.S. Accounting, University of North Carolina at Charlotte, 2019

Fictional example by FindAJobAI: the person, employers and numbers are invented.