

JOEL KIRKPATRICK EA

Controller, Accounting Manager, Staff Accountant, Tax Advisor & Bookkeeper

Canton, TX 75103

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Professional Summary

A meticulous team player with over twenty years of experience in accounting that finishes projects in a timely manner and under budget. Expert in computerized accounting and tax systems. A comprehensive understanding of accounting, tax law, business administration, cost management, human resource, and business law.

Authorized to work in the US for any employer

Work Experience

Tax Advisor, Enrolled Agent, Staff Accountant

JC Kirkpatrick & Associates-Canton, TX

January 2021 to Present

- Prepared individual, partnership, corporate, franchise, and trust tax returns as a licensed Enroll Agent with IRS
- Processed client bookkeeping to financial statements on a monthly, quarterly, and annual basis.
- Processed client payroll on a weekly, bi weekly, semi monthly and monthly basis including federal payroll tax deposits (EFTPS), quarterly TWC and 941 reports, annual 940 and W-2/3 reporting's.
- Prepared client monthly sales tax, W-9's, and annual 1099's.
- Prepared property tax renditions, depreciations schedules, asset schedules and other subsidiary schedules.
- Created new business formations for clients including C Corp's, LLC's and 1120-S filing all necessary documents.
- Client annual board meetings with minutes to stay compliant with LLC requirements.

Staff Accountant

TCC-Technology Container Corporation-DeSoto, TX

June 2020 to December 2020

- Special Projects including PPP and state/federal online procurement GSA, SAM and CM BL
- Monthly journal entries to close the financial month.
- Year to date journal entries and excel reporting for annual auditing reports.
- Employee cross training on payroll, accounts receivable and accounts payable.
- Training on internal cost allocation for extruder, machining and cutting machines.

Tax Consultant/Bookkeeper

AccuTax, Inc.-Addison, TX

August 2004 to June 2020

- Prepared individual, partnership, corporate, franchise, and trust tax returns.
- Processed client bookkeeping and monthly sales tax reports.

- Prepared payroll on a weekly, monthly, quarterly, and annually basis with quarterly payroll returns 941 & TWC and annual payroll returns 940 and W-2's.
- Processed new hires and terminations including I-9's and W-4's.
- Prepared property tax renditions, depreciation and asset schedules and other subsidiary schedules.
- Worked and trained employees in QuickBooks Desktop, Online and Sage/Peachtree accounting.

Accounting Manager/Controller

Data Marketing Associates, Inc.-Farmers Branch, TX

January 1999 to August 2004

- Directed all accounting and personnel for Texas, Louisiana and Oklahoma divisions.
- Developed and managed external financial relationships with bankers, insurance, pension administrators, auditors and CPA.
- Completed accounts payable, expense reports and coordinated receivables with billing manager.
- Processed bi-monthly payroll, multi-level commissions, payroll tax reports and payroll audits.
- Designed LAN with internet, upgraded database software, servers and telephone systems.
- Created and maintain corporate divisions and prepared financials for each division with breakdowns per location.
- Developed and implemented an updated computerized accounting system.
- Maintained all personnel files, health, life insurance, unemployment claims and pensions.

Staff Accountant/Bookkeeper/Tax Preparer

John L. Gatz, CPA-Tyler, TX

January 1996 to December 1998

- Managed Pam's Tax & Bookkeeping for John L. Gatz Enterprises, Inc. and trained employees in bookkeeping, tax and payroll.
- Installed wired LANs with servers and network accounting software.
- Completed W-2, W-3 and 1099's for business clients
- Prepared individual, partnership, corporate, trust, and and franchise tax returns
- Client bookkeeping monthly, quarterly, and annual
- Trained clients on QuickBooks desktop and Peachtree/Sage accounting software.
- Client Payroll and Quarterly Payroll Reports
- Property tax renditions, capital asset ledgers and depreciation statements.

Education

Bachelor of Business Administration in Accounting

University of Texas at Tyler-Tyler, TX

1998 to December 2004

Accounting Licenses

Enrolled Agent

Expires: March 2023

Skills

- Journal entries

- Accounting software
- Cost management
- Accounts payable
- General ledger accounting
- QuickBooks
- Financial report writing
- Financial analysis
- General ledger reconciliation
- Tax experience
- Office management
- Sage
- Accounting
- Auditing
- Payroll
- Financial statement preparation
- GAAP
- Account reconciliation
- Balance sheet reconciliation
- Bank Reconciliation
- Business Analysis
- Accounts Receivable
- Office management
- Account analysis
- Technical accounting

Certifications and Licenses

Enrolled Agent