

# BENJIRO KIKUMOTO

## Onboarding Accountant

✉ Benjiro@email.com

☎ (123) 456-7890

📍 San Francisco, CA

in [LinkedIn](#)

🐦 [Twitter](#)

## WORK EXPERIENCE

### Remote Accountant

#### Zeal by Puzzl Group Inc.

📅 July 2018 - current 📍 San Francisco, CA

- Set financial analysis standards, reducing errors and redundancies by 33% and improving accounting efficiency by 48%
- Collaborated across 3 departments on the development and analysis of agency-wide budget to reach 26% more members
- Conducted monthly bank reconciliations and account analyses for assets worth \$12M+
- Established best practices for revenue recognition in compliance with tax law, maintaining 42% year-over-year revenue growth

### Staff Tax Accountant

#### Kugelman Law

📅 June 2015 - June 2018 📍 Corte Madera, CA

- Prepped 62% of firm tax provision schedules, reports, and returns
- Utilizing current legal business tax cuts, maximized filing savings, with a total of \$215K in averted spending
- Attended 6+ annual conferences and educational seminars on current events in tax law and strategy
- Ensured lawful and accurate quarterly tax return filings, with 0 incidents of filing for extensions

### Entry-level Tax Preparer

#### Instacart

📅 August 2012 - May 2015 📍 San Francisco, CA

- Remained up-to-date on 1,250+ tax laws and regulations at the city, state, and federal level
- Collaborated with 8+ tax preparers, lawyers, and company accountants to ensure legal compliance
- Assessed bookkeeping materials for tax preparations, drafting 53+ weekly documents for accountants and senior tax preparers
- Identified 3 new corporate tax laws enabling the company to avoid \$752K in fees

## CAREER SUMMARY

Senior onboarding accountant with 10+ years of experience. Proven track record of delivering cost savings and improved accounting efficiency for a diverse array of corporations across multiple industries. Seeking opportunity to handle onboarding accountant operations at Toshiba America Business Solutions.

## EDUCATION

Master of Business Administration  
Accounting

#### University of San Francisco

📅 August 2010 - May 2012

📍 San Francisco, CA

Bachelor of Arts

Accounting

#### University of San Francisco

📅 August 2008 - May 2012

📍 San Francisco, CA

## SKILLS

- Tax Law and Regulations
- Accounting Compliance
- Data Analysis
- Accounting Software (Zoho, Oracle)
- Business Acumen
- Project Management

## CERTIFICATIONS

- Chartered Financial Analyst (CFA)
- Certified Public Accountant (CPA)