

OLGA EROMASOVA
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Summary Looking for a bookkeeping/accounting position. I am an Enrolled Agent, working toward the CPA (passed REG).

Certifications

Certification in bookkeeping, International Association of Bookkeepers.

Enrolled Agent (a tax law specialist who can provide an advice on dealing with IRS and can represent taxpayers before the IRS for any tax matter).

Employment

01/2013- present: **Finance manager**, FUGU Corporation.

Prepare, examine, and analyze accounting records, financial statements, and other financial reports. Prepare monthly bank reconciliation for all bank accounts to the general ledger, research discrepancies, and prepare adjusting transactions necessary to make corrections to appropriate accounting records. Accounts payable: perform all payable functions including matching invoices and P.O.'s, process monthly check run, to closing out month end and writing journal entries. Accounts receivable: perform invoice creation, A/R aging. Oversee the flow of cash. Perform financial analysis. Develop the Financial Projections Model.

02/2012 – 04/2012: **Tax Advisor**, Intuit Inc.

Provided real time tax consultation: answered tax questions about individual and business tax returns (Federal and multi-state); provided tax advice; provided written summaries of solutions.

12/2007 – 02/2012: Tax Advisor-Tax Preparer, H&R Block.

Prepared complex tax returns for individuals (Federal and multi-state tax). Provided Correspondence Audit Assistance (IRS and FTB). Advised clients on tax planning and savings opportunities.

9/2003 - 6/2005 - **Corporate Secretary**, 'JSC Togliatti-Khleby', Russia

Prepared the Reports required by the Federal Commission for the Securities Market of the Russian Federation to ensure the informative, timely and accurate disclosure of material information concerning the Company. Organized and recorded meetings of the Board of Directors. Organized and prepared the General Meetings of Shareholders. Maintained corporate documentation.

11/1997 – 9/2003: **Accountant** for the back-office, 'Tekt, Ltd' (a brokerage firm) Togliatti, Russian Federation

Accounts Payable, Accounts Receivable. Prepared and maintained contracts on buying/selling stocks. Prepared "tickets" - orders to buy/sell shares. Monitored monetary and share transactions. Calculated fees and expenses, gains and profits on stock trading. Assisted with monthly reporting requirements and management reports.

Education **Masters Degree in Business**, State Academy of Public Service, Russian Federation.

Bachelors Degree in Business, with honors, Moscow Technological Institute, Russian Federation.

Continuing Education Continuing professional education classes and courses (Estates, Trusts, Partnerships, Corporations and Tax exempt organizations taxation; Sales and Use Tax).

Income tax, Intermediate accounting, Advanced Accounting, UCLA, CA.

Financial and Managerial accounting, Golden West College, CA.

Certification in bookkeeping, International Association of Bookkeepers, London.

Awards **Award of Excellence** from the International Academy of Business and Banking Togliatti, Russian Federation

For special services in the development of the Academy

Skills Preparing Federal and States individual and business tax returns.
Preparing journal entries, posting into ledgers, preparing trial balances, developing financial statements.

MsOffice: Word, Excel, Access, PowerPoint, Outlook; Quickbooks.

Languages

English, Russian

