

# STEPHANIE VELINOVA

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📍 Studio City, CA 91604

🔗 [Bold Profile](#)

## PROFESSIONAL SUMMARY

A highly-motivated employee with a desire to take on new challenges. Strong work ethic, adaptability, and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

Accountant and Tax Accounting Professional with 22 years of extensive business and individual taxation experience with emphasis on the most important areas in the business. Proficiency in the use of computers and accounting and tax software programs. Excellent analytical and time management skills, strong numeracy skills, and keen attention to detail to drive results.

## SKILLS

- Good Work Ethic
- Computer Skills
- Organizational Skills
- Planning & Organizing
- Problem Resolution
- Team Management
- Supervision & Leadership
- Flexible Schedule

## EDUCATION

**CTEC License**  
California Tax Education Council  
Taxation

**University of Economists**  
Varna, Bulgaria • 01/2000

**Masters' Degree:** Accounting

## WORK HISTORY

### **MIZRAHI AMNON CPA**

**Senior Accountant & Senior Tax Accountant**  
*Encino, CA • 8/2024 - 11/2024* Using ProSystem

- Entering multistate Real Estate Tax returns with a lot of schedules E (up to 40 Schedule E per person), Schedules A, Schedule D and Schedule C, home office for high net-worth individuals. Multistate K-1s from all over the United State.
- Prepare Payroll Spreadsheets for JEs and for Sales Taxes summaries per quarters,
- Prepare S-Corp and Partnership Tax returns based on Financial Statements. Prepare financial statements based on Bank Statements using Excel and QB.

### **Robert Half: TAX RELIEF USA**

**Senior Accountant & Senior Tax Accountant**  
*Studio City, CA • 11/2023 - 06/07/2024* (contract) Using ProConnect

- Interacted with key client management to gather information, resolve tax-related problems, and discuss business and process improvements.
- Reviewed tax returns to make recommendations regarding accuracy and tax savings opportunities.
- Identified potential tax issues and provided swift, effective solutions.
- PTIN with IRS and CPE License, with 40 hours of continuing professional education
- Personal Taxes, Business taxes: C-Corporation, Partnership, S-Corporation, Non-Profit and Trust tax returns.

### **Robert Half: CASTILLO ACCOUNTANCY CORPORATION**

**Senior Tax Accountant/ Consulting**  
*Studio City, CA • 08/2023 - 09/2023* (contract) Using Drake

- Interacted with key client management to gather information, resolve tax-related problems, and discuss business and process improvements.
- Assisted clients with personal and corporate tax issues.
- Prepared annual individual, corporate, trusts, gift, and partnership tax returns.
- Responded to tax authorities and IRS notifications to discuss tax matters.
- Personal Taxes, Business taxes: C-Corporation, Partnership, S-Corporation, Non-Profit, and Trust tax returns.
- Reviewed tax lots and identified potential loss strategies.

**Robert Half: Abbott, Stringham & Lynch Certified Public CPAs**

**Senior Tax Accountant**

*Studio City, CA • 01/2023 - 04/2023 (contract) Using ProSystem FX*

- Reviewed tax returns to make recommendations regarding accuracy and tax savings opportunities.
- Identified potential tax issues and provided swift, effective solutions.
- Advisory Services and knowledge for the 2022 tax year through classes with Spidell CPE lectures, Sequoia CPE, and ASL University CPE classes for all current updates in tax law. Prepare spreadsheets in Excel using advisory advice.
- A Local and Multistate Tax returns.

**Diamond Living Estates LLC**

**Senior Accountant /Senior Tax Accountant**

*LOS ANGELES, (CA)• 09/2022 - 11/2022(contract) Using Lacerte*

- Prepared internal and regulatory financial reports, balance sheets, and income statements.
- Fixing discrepancies with the reconciliation for the percentages between the investors during the previous two years for partnership 1065 tax returns
- Prepare spreadsheets in Excel, Books' and Tax reviews working with the company's EA.
- Reconciled client books for accurate reporting with post-adjusting journal entries.
- Business Tax returns: Partnerships

**Select Staffing: Saffer and Flint Accountancy –**

**Senior Accountant/Senior Tax Accountant**

*Tarzana, CA • 05/2022 - 09/2022 Using ProSystem FX*

- Partnerships tax returns/1065 forms for two large restaurant chains with over 35 locations
- partnership tax returns for construction companies;
- Personal Taxes, Business taxes: C-Corporation, S-Corporation, Non-Profits and Trust tax returns.

- Tax returns for the pharmaceutical industry, non-profit organizations, Trust Tax Returns, Delaware Holdings, and investment companies, Individual tax returns, Gift Tax returns, Consolidated Tax Returns, Manufacture's Tax Returns, Partnerships Tax Returns, Prepare spreadsheets, Non-Resident Personal Tax returns. A Local and Multistate Tax Returns.
- K-1s for the Owners; reconciliation between the previous and current year
- Prepare Entertainment Multistate S corporations.
- Prepare FBAR form for an individual Tax return for a French investor with real estate properties in Los Angeles to report as a part-time resident.
- Reconcile complicated tax returns on Excel using US GAAP rules and enter the reconciled tax returns, using Tax rules to the software
- Tax Analyses for the balance sheet and important accounts from P&L.
- Suggestions how to clean up A/P and A/R if outstanding invoices or bills.
- Help clients to open accounts with FTB and EFTPS accounts with IRS and pay the City Taxes.
- Research state and federal tax issues as they arise
- Compute tax depreciation of fixed assets for federal and state returns.
- Performed general ledger account reconciliations and generated updated financial documents.
- Reviewed and reconciled discrepancies in accounts and financial documentation.
- Managed and prepared journal entries and reconciliations to support general ledger closing activities.
- Use Yahoo Finance to analyze historical trends for activities related to equity.
- Prepare reports and accounting JE related to stock compensations and reconcile investments in the stock market for High profile clients on QB.
- Auditing Tax Returns internally, Tax Analyses. Auditing experience with IRS audits, FTB of CA audits and Worker's comp. audits
- Knowledge for employee stock purchase plans and equity grants used in the taxes, when employees exercise Incentive Stock Options (ISOs) and Non-qualified Stock Options (NSOs) and time when they sale their shares: date of the transactions, bargain element and taxation.

#### **Four at Beverly Green LLC –**

##### **Senior Tax Accountant**

*Los Angeles, CA • 09/2021 - 04/2022 Using Lacerte*

- Completed month-end and year-end closings, kept records audit-ready and monitored timely recording of accounting transactions.
- Prepared internal and regulatory financial reports, balance sheets and income statements.
- Multiple Partnership's tax returns /1065 forms using Lacerte Tax software for construction companies.
- K-1s distributed for the Owners'.
- Entered, Reconcile complicated tax returns on Excel.

- Review data, suggest questions for the missing information, prepare amended tax returns upon additional information

### **SBT TAX – Senior Tax Accountant/Accounting Manager**

*Orange, CA • 08/2021 - 09/2021 Using ProSeries*

- Supervised accounting tasks, which included accounts payable and receivable, general ledger management and expense reporting oversight.
- Handled accounting operations such as updating journal entries, pursuing collections and reconciling accounts.
- Prepared month-end closing entries for detailed reporting and recordkeeping.
- Reconciled and filed individual, fiduciary, non-profit organizations, amended tax returns, C- corporations, S corporations, partnership tax returns. Multiple state taxation

### **Platinum Financial Management -**

**Tax Accountant** *03/2020-07/2021 Using ProSystem FX*

- Created P&L and Balance sheets for customers providing bank statements.
- Discussed tax projections and related estimated payments with clients.
- Prepared annual individual, corporate, trust, estate, gift, and partnership tax returns.
- Reconciled client books for accurate reporting with post-adjusting journal entries.
- Reviewed tax returns to make recommendations regarding accuracy and tax savings opportunities.
- Assisted small businesses and individual clients with filling out tax forms and electronically filing tax returns.
- Accurately filed federal and state income taxes for large organizations following strict deadlines.
- Responded to tax authorities and IRS notifications to discuss tax matters.
- Assisted clients with personal and corporate tax issues.
- Interacted with key client management to gather information, resolve tax-related problems and discuss business and process improvements.
- Remained up-to-date with state and foreign tax issues and current tax laws.
- Reviewed tax lots and identified potential loss strategies.
- Partnership's tax returns /1065 forms. S-corps, C-corps, Non-profit Organizations. Entered, reconciled, and filed individual, fiduciary, business, and personal tax returns for clients from the entertainment industry, construction companies, Investors, non-profit companies, etc.
- Performing JE when it is necessary to correct the client's books or working on the client's books to prepare the information.
- Multiple state taxation, Canadian Tax returns, foreign companies.
- Reconciled investment accounts on QB.
- Work on desktop and online QB for some clients.
- Using DataFaction and DataImaging for tax information.

- Work for Hollywood Celebrities and other high-profile clients.
- Extensive experience with filing multistate partnership returns. Business management department supervisor. Review accuracy of 1099s, business licenses, 571L property statements and payroll tax returns prepared by business management staff.

**Infojini Inc.: Los Robles Hospital**

**Senior Accountant** (contract)

*Ventura, CA • 11/2019 - 02/2020*

- Review, approve or send for correction all invoices for Los Robles Regional Medical Center and their five branches
- Prepare JL codes and process the invoices for payments.
- Work with Lawson, use HOST to verify the information, use On Base and Smart for PO number verification
- Reconciling month end for the Hospital using different spreadsheets using advanced Excel with PV tables and V-Lookup formulas to extract and finalize the numbers to report at the end of the month.

**Robert Half: Mark W. Greenberg CPA Inc**

**Tax Accountant** (contract)

*Los Angeles, CA • 04/2019 - 10/2019*

- Entered personal tax returns
- Completed, entered, and reconciled business tax returns (S corporations and C corporations) and partnerships
- Updated tax information in QuickBooks
- Made journal entries to correct financial reports
- Worked with tax returns for non-residents, State and federal taxation, foreign income tax

**Robert Half: Laura L. Bushley & Associates  
CPA - Tax Accountant**

*Pasadena, CA • 01/2019 - 03/2019 (contract)*

- Entered, reconciled, and filed individual, fiduciary and business tax returns
- JE to QB if necessary to extract the correct P&L and Balance Sheet
- prepared consolidated financial statements as needed
- entered and reconciled dispositions
- State & federal taxation,
- Foreign (Canadian) Income tax, large consolidations, and multistate
- Prepare a tax return for a retailer with a marijuana business

**Robert Half: Kedren Mental Hospital**

**Staff Accountant** (contract)

*Los Angeles, CA • 08/2018 - 12/2018*

- Reviewed vendor invoices, corrected duplicates and discrepancies, and approved for payment.

- Reviewed office receipts and entered into the system/ approve for a payment.
- In charge of cash receipts, entering into the system and reconciling them.
- Track the payments and approve and present to the controller orders with reasonable prices.
- Prepare spreadsheets for the Excel Business management department supervisor.

**Bareket Barash CPA's - Accountant/ Tax Accountant**

*City of Los Angeles, CA • 09/2017 - 07/2018*

- Reconciled client books for accurate reporting with post-adjusting journal entries.
- Assisted small businesses and individual clients with filling out tax forms and electronically filing tax returns.
- Accounting job using QuickBooks Enterprises; Entering checks; deposits; credit card reconciliation; bank reconciliation;
- Preparing Corporate and individual tax returns using Lacerte Tax Software, prepare Sales Taxes for California.
- Entering general journal entry when it is necessary.
- Provides professional and prompt attention to clients.
- Prepare consolidated financial reports, prepare and present the requested information to the Auditors.
- Filing Sales Taxes, sales quarterly tax reports and use tax, personal property tax,
- Process payroll and file payroll taxes, payroll quarterly reports,
- Local City License tax returns.
- Review accuracy of 1099s, business licenses, 571L property statements and payroll tax.
- Paying bills, preparing loan's documents.
- Solving questions with IRS.
- New Projects cost-effectively development.
- Prepares and maintains supporting documentation for monthly, quarterly and annual reports.
- Work on Consolidated financial statements.
- Managing day to day activities of the Staff Members.
- Cost Accounting.
- Preparing and analyzing finance reports.
- Overseeing accounts payable and accounts receivable.
- Month end and year end close; general ledger entries; all aspects of bookkeeping; cash management; payroll processing and ADP Payroll reports.
- Supervise Accounting Assistant.

**Eye Film Releasing Inc- Film Distributor - Accountant**

*Beverly Hills 08/2014 - 08/2017*

- Handled day-to-day accounting processes to drive financial accuracy.
- Analysis and research
- Bank Reconciliation
- Maintenance of general ledger
- Calculate and provide supporting documents for year-end close accruals and journal entries

- Preparation of financial statements
- Prepare weekly draft payments and ensure timely payment
- Reconcile customer accounts
- Prepare 1099; Work with clients.

**TerranSoft Inc.- Recruiting Company  
Accountant/HR/Office Manager**

February 2013- July 2014

**Responsibilities:**

- Update customer's data: enter checks; credit card deposits;
- Bank Reconciliation;
- Maintenance of general ledger;
- Work with CPA to calculate and provide supporting documents for year-end close accruals and journal entries;
- Preparation of financial statements;
- Prepare weekly draft payments and ensure timely payment;
- Prepare spreadsheets in Excel, using advanced Excel as PV Tables and V-Lookups;
- Reconcile customer accounts;
- Assisting in the implementation of the new enhancements;
- Review tax returns,
- Prepare 1099;
- Process payroll and prepare ADP Reports.

**Designs by David- Flower Shop**

**Full Charge Bookkeeper March 2011- Jan. 2013**

**Responsibilities:**

- Update customer's data: enter checks; and deposits;
- Ensure all invoices and backups are properly scanned and saved in the electronic document management system;
- Bank Reconciliation for multiple accounts;
- Maintenance of general ledger; Work with CPA to calculate and provide supporting documents for year-end close accruals and journal entries;
- Preparation of financial statements: analysis;
- Prepare weekly draft payments and ensure timely payment;
- Prepare spreadsheets on Excel; Reconcile vendor and customer accounts; Set up QuickBooks for several LLC;
- Prepare 1099;

**Josephson Institute of Ethics-non-profit  
organization (contract) August 2010 - March 2011  
Accounts Payable**

- helping the company to process payments through the bank. Print checks, and prepare reports.
- Performs and reviews all financial reporting functions including monthly cash flows and contract analysis.
- Clear glitches in the software due to mistakes made previously

**Temple Israel of Hollywood - a non-profit  
organization (contract)**

**Accounts Payable Coordinator/Feb.2010-Aug. 2010**

Worked as Accounts Payable Coordinator to:

- switch their accounting system from Xavier Wear to BlackBaud. Using Blackbaud Financial Edge,
- helping the company to process payments thru the bank.
- Work on fundraising spreadsheets for donations to the school and to the temple,
- separating taxable and non-taxable payments.
- Work on spreadsheets for membership fees and dues for special events.
- Work includes PV Tables, V Lookup for A/R spreadsheets, ability to create formulas if it is necessary.

**Rockstar Starship LLC- Apparel Manufacturer  
Full Charge Bookkeeper/July 2009–Feb. 2010**

Responsibilities:

- Report payroll to Paychex.
- Work on different projects for Factor reconciliation,
- Charges back reconciliation; Proficient in 10-key: For a special project entered up to 300 invoices per day; Sent client invoices via mail, fax, and email on a daily basis;
- Prepare sales taxes online;
- Initiate wire transfers;
- Prepare daily bank deposits;
- Bank reconciliation;
- Analyze and calculate commissions for three showrooms monthly for payroll;
- Apply for cash and credit card payments and reconcile customer accounts;
- Resolve client billing disputes via telephone and email;
- Work directly with the VP of Sales to review the status of large accounts and determine the course of action;
- Manage receivables for delinquencies and follow up on collections;
- Sent client invoices via mail, fax, and email on a daily basis;
- Manage receivables for delinquencies and follow up on collections;
- Investigate order shortages;
- Business management department supervisor.

**John Hornick CPA**

**Tax Accountant & Bookkeeper /July 2008–June 2009**

Responsibilities:

- Professional assignments with MAC and PC:
- Payroll- using QuickBooks, ADP easy pay
- Prepare Excel spreadsheets; Wells Fargo,
- Enter invoices.
- Work with external auditors to provide information as requested;
- Prepare sales taxes online; Property Tax, Used Tax.
- Prepare daily bank deposits;
- Bank reconciliation;
- Prepare personal tax returns.
- Taxes Online- Federal & State:
- ability to create formulas if it is necessary.
- Prepare 1099; W-2 at the end of the year.
- Work on various tax returns.

Complete tests in Word and Excel with an excellent grade.







