

# BENJEMAN KUBIER

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Meticulous and resourceful Accountant & Bookkeeper with 5 years' experience in financial analysis, tax preparation, and customer service. Proficiency in tax auditing, data entry, and fraud prevention policies. Excel at account management, financial record keeping, and critical thinking.

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## EXPERIENCE

### STAFF ACCOUNTANT

Schmidt & Associates, P.C. | Greenwood Village, CO

OCT 2024 – OCT 2025

Working in a small-sized public accounting firm to provide professional accounting services for individuals and business clients. Provide full range of services, including income tax preparation, audit support, preparation of financial statements, pro forma budgeting, general ledger accounting, and bank reconciliation.

### ACCOUNTANT

Sarah O Jewelry | Denver, CO

AUG 2022 – JULY 2024

Working in a small business jewelry store to provide all general ledger needs, oversee all state and federal sales tax compliance, audit and document all credit card expenses, manage vendor accounts, provide sales and performance reports, and train and implement anti-money laundering procedures.

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### STAFF ACCOUNTANT

AnderKobes, CPA | Castle Rock, CO

2021 – 2022

Preparer for individual tax returns and bookkeeper.

### SENIOR TAX SPECIALIST

H.R. Block | Englewood, CO

2019 – 2021

Preparer of individual tax returns. Small business certified.

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## EDUCATION

### BACHELOR OF ARTS IN RELIGIOUS STUDIES

University of Arizona

MAY 2007

### BACHELOR OF SCIENCE IN ACCOUNTING

University of Arizona

FEB 2022

### MASTER OF ARTS IN THEOLOGY

Augustine Institute

JUN 2012

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## SKILLS

- Lacerte
  - Cashflow planning and management
  - State & federal tax codes
  - Bookkeeping
  - Exceptional communication
  - QuickBooks Online
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