**William McGee**

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**Executive Summary**

Work achievements include a successful career in business operations, providing management services and system support in both the private and government business sector.

**Core Qualifications**

|  |  |  |
| --- | --- | --- |
| Staff development | General Tax Accounting | Client relations specialist |
| Team management | Account reconciliations | Conflict resolution techniques |
| Deadline-oriented | Accounting systems management | Customer service excellence |
| Problem resolution | Process Management | Quality Assurance Management |
| Project Management | Knowledge of GAAP practices |  |

**Professional Experience**

**Senior Payroll Tax Coordinator - 2016**

**Manpower Group** － Tempe, Arizona

Process all day-to-day payroll tax updates in accordance with all federal, state and local tax laws. Ensure consultant payroll tax setup and entry are entered for each payroll, to meet the various federal, state and local guidelines, to avoid fines and penalties. Processing bi-weekly and weekly payroll for 10,000 consultants

Partner with various internal departments including accounting, operations, human resources, legal, and external payroll service vendor providers, to meet payroll run SLA’s.

Responsible for new hire tax setup, entry into the PeopleSoft payroll system, using onboarding task management system to view e-documents, I-9s,passports and visas, verify all IRS and US Immigration guidelines are followed (USCIS).

Reconcile, payroll quarterly tax files, generate corrected reports to meet set time lines in compliance with applicable federal, state and local tax laws.

Maintain Associate confidence and protect, secure and ensure confidentiality of payroll-related information, addressing consultant service requests and change orders.

**AR Professional 2014 - 2016**  
**Manpower Group** － Tempe, Arizona

Perform collection of delinquent accounts by initiating contact to all levels of customers in the organization as appropriate Negotiated payments on past due dollar amounts as well as account reviews and agreements to ensure new invoices are paid in a timely manner

Work with all levels of various internal organizations in effort to drive timely collections of outstanding receivables

Coordinated research on customer issues to ensure that once an issue is identified, it is resolved in an expedient manner; thereby, facilitating customer satisfaction as well as reducing delinquent dollars.

Work diligently to build strong external and internal business relationships, by understanding who is your customer, and apply third party tools and techniques to enhance work objectives. Interfaced with the billing department to facilitate accurate invoicing processes and routing. Maintain a proficient knowledge of client work force management tools, used to manage hiring, job placement, work site location, time keeping and invoice payments.

Review client contracts to ensure processes and tasks were performed as outlined, and the company SLA’s are met.

**Tax Professional – 2015 to 2016**

**HR Block Financial –** Queen Creek, AZ

Prepare individual and small business tax returns, and other tax-related documents, answering questions related to tax issues, and submitting forms and payments on behalf of employers or clients. The tax professional is also responsible for record-keeping tasks, communicating with tax agencies, and providing limited legal representation for employers or clients.

**Insurance Processing Representative – 2011 to 2014**  
**QBE America** － Chandler, AZ

Conducted internal auditing of business processes, detailing extensive research of insurance related information in order to complete daily processing assignments in the business unit's various queues

Ensuring state and federal guidelines are followed. Provided lenders with reports of customer specific business service level agreements are met, while adhering to processing guideline required by Fannie Mae and FEMA.

Processing of insurance-related documentation across multiple work flows, and analyzed complex data

Contacted insurance agents, carriers, HOA's, and property management via outbound service calls, fax or email  
conducting in-depth research to update lender specific databases

Analyzed bank owned property policy coverages to ensure lender's financial interest for each mortgage loan were fully  
covered.

Performed comprehensive, timely responses to complex inquiries and requests provided by an internal tracking database  
system, listing each lenders asset. Also provided subject matter expertise by utilizing comprehensive knowledge of processes, queue controls and client-specific procedures to support multiple work-flows and resolve complex, escalated processing Issues.

Assisted with department initiatives by participating in assigned projects and assuming lead duties as required to  
support delivery of effective services and ensure team alignment with business goals.

**Contract Accounting Manager & Payroll Consultant 2002 to 2016**  
**M&M Business Solutions Inc.** － Gilbert, AZ

Provided contract accounting & Human Resources management services, offering training of accounting, bookkeeping, and all integrated systems for staff personnel

Managed and processed multi-state payroll 40 – 45 bi-weekly employees and contractors, via ADP, QuickBooks, Paychex, Easy Pay (Bank of America), timekeeping tools, Kronos, Field-glass, People net, Econometrics, People Click and various other card reader access and timekeeping systems.

Implemented integrated staff access and time tracking, automated inventory management, re-ordering systems, trained staff on auditing, applying system controls, and reconciliation reporting.

Managed human resources, coordinated benefits, and insurance options for employees, and Implemented employment file system to meet state and federal requirements, processing new hire process, and I verify systems.

Communicated both in writing and verbally with the Attorneys, Executive Director, Controller, and the CPA firm to ensure  
the accounting function were compliant with all federal, state, and local laws.

Maintained tight deadlines and a multitude of accounting activities including general  
ledger preparation, financial reporting, and year-end audit preparation, while supporting the budget and forecast tasks.

Performed accurate and timely processing of positive pay transactions, processed monthly and quarterly reports, banking reconciliation, budgeting and forecasting activities, to support shareholders, finance department and all other department to  
meet financial planning goals and objectives..

Supported Controller with special projects and work flow process improvements, process payroll for staff and contractors, processed W4’s, W2”, I9’s, W9’s, wage garnishments, and payroll deductions, Utilized, payroll solutions from ADP, Paycheck, and QuickBooks. Generated and filed 940 returns for unemployment reporting, and 941 returns for quarterly tax reporting.

**Education**

**MBA**: **Business Administration/Accounting**

**University of Phoenix** － Tempe, AZ, USA

Emphasis in Business Administration

Minor in Accounting

3.54 GPA

**Bachelor of Science**: **Information Technology**

**University of Phoenix** － Tempe, AZ, USA

Coursework Information technology

3.42 GPA

**Associates: Accounting**

**Bryant & Stratton College**

**Associates: Computer Technology**

**Bryant & Stratton College**

**American Payroll Association: Certified Payroll Professional (CPP) in progress**

**Affiliations**

American Payroll Association (APA)

National Association of Tax Professionals  
National Notary Association  
Quick-Books PRO Adviser  
ACA Certified  
Licensed Insurance Agent

PTIN.ORG - register tax preparer

Electronic Return Originator (ERO) - Authorized IRS e-file Provider that originates the electronic submission of a return to the IRS. The ERO is usually the first point of contact for most taxpayers filing a return using IRS e-file.

Annual Filing Season Program (AFSP) - Annual Filing Season Program participants will have limited representation rights, meaning they can represent clients whose returns they prepared and signed, but only before revenue agents, customer service representatives, and similar IRS employees, including the Taxpayer Advocate Service.