## **Willie E. Dover Jr.**

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# Skills in Accounting and Taxation

* ***Compliance*: Performs technical tax review and approval of all tax returns and governmental tax examinations of any complexity.**
* ***Policy & Procedure*: Experience in performing tax research Supervising**
* ***Staff Development*: Supervises tax staff and provide on-the-job training.**
* ***Administration*: Assumes responsibility for smooth flow of tax returns through the tax preparation system to assure accurate, complete and timely preparation and delivery of all clients’ tax returns.**
* ***Financial Reporting*: tax accounting schedules, tax footnotes and disclosures and related tax reports.**
* ***Computing*: Proseries, Tax Wise, Tax Mate QuickBooks, Microsoft Office, Fund-EZ, and MIP.**

# Professional Experience

***W.E.D. Tax & Accounting Services*, 2000-present Tax Accountant**

* **Provide accounting services to not for profit clients.**
* **Prepare individual, corporate, partnership, 990’s & SALT income tax returns.**
* **Provide tax and bookkeeping advisory and consultation services.**
* **Design and set-up accounting systems & Business formation services.**

***National Training & Information Center*, 1993 – 2000 Senior Accountant**

* **Prepare monthly financial statements.**
* **Coordinate activities with auditor in preparation of A-133 audit.**
* **Monitor daily cash flows and investment analysis.**
* **Prepare monthly and quarterly reports to grantors.**
* **Assist the controller with the annual budget.**
* **Monitor quarterly fiscal activities of various funds.**

#### *Near North Health Service Corporation*, 1991 – 1993 Staff Accountant

* **Manage the general ledger and perform general journal entries.**
* **Review quarterly tax reports for accuracy.**
* **Prepared monthly bank reconciliation.**
* **Approved expenditure requests for disbursement and budgetary compliance.**
* **Prepared automated payroll for 120 employees.**
* **Prepared vouchers to grantors for reimbursement.**

***Northeastern Illinois University*, 1986 – 1991 Account Technician**

***Chicago Teachers Center, CTC***

* **Progressed from work-study student in 1985 to the supervisor of the CTC Accounting Department.**
* **Administered and implemented accounting policies and procedures.**
* **Designed and set up accounting ledgers and journals.**
* **Coordinated and negotiated with various venders and consultants.**
* **Supervised, trained, and evaluated support staff.** **Served on various committees.**

# Education

* **B.S. Accounting, Northeastern Illinois University, 1989**
* **A.A. Business Administration, Malcolm X College, 1985**

# Professional Memberships and Affiliations

* **American Institute of Certified Public Accountants**
* **National Association of Tax Practitioners**
* **Association of Consultants to Nonprofits**
* **American Institute of Certified Public Accountants**