

Neftali Diaz

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Education

Master of Accounting: December 2016
Bachelor of Accounting, Minor: Economics; December 2014

Nova Southeastern University
Florida International University

Computer Skills

Word/Excel/PowerPoint • Outlook • QuickBooks Desktop/QuickBooks Online • UltraTax CS • Accounting CS • Fixed Assets CS • FileCabinet CS • Practice CS • Thompson Reuters Checkpoint • E-Forms RS • Splash Top • TeamViewer

Activities

IRS 2014/2015 Volunteer Income Tax Assistance Program (VITA)-Certified Basic & Advanced • Certification as a Paid Tax Preparer

Professional Experience

MTR & Associates LLC/Enterprise Resource Planning Inc.
Senior Accountant

March 16, 2015 – September 30, 2020

Responsible for different stages of the monthly bookkeeping and reconciliations, including but not limited to the Planning, communication, and successful completion of the accounting and tax returns.

Key Accomplishments:

- Successfully completed assigned engagements; of both Domestic and International, Corporate & Personal Returns
- Prepared Financial Statements in QuickBooks Online, QuickBooks Desktop, and Accounting CS
- Communicated with English and Spanish speaking clients to gather important information and documentation, as well as make recommendations related to business process improvements
- Managed and completed S-Corp, C-Corp, LLC, Disregarded Entity, and Personal Returns
- Completed financials in a variety of industries including but not limited to Restaurants, Real Estate, Wholesale Distributors, and construction Improvement, etc.
- Preparation of accounting Financials and Reconciliations on a Monthly, Quarterly, and Annual Basis
- Successfully conducted various research to properly answer complicated tax related questions
- Prepared and distributed various Internal Revenue Service Forms including but not limited to 1099's, 1042's, and 5471, etc.
- Managed, trained and provided guidance and feedback to staff associates who prepared and presented sales tax returns with the Florida Department of Revenue.
- Communicated findings to Manager or partner in charge.

Yarden Investments LLC (Real Estate Investment)
Accountant

April 1 2014 – March 15, 2015

Responsible for managing different tasks related to real estate investments, including but not limited to the accounting, communication, and productive completion of repairing tasks.

Key Accomplishments:

- Demonstrated multitasking abilities that resulted in the successful completion of accounting related tasks, while also completing various other tasks with the management team
- Accurate use of QuickBooks to enter various tasks, including but not limited to Accounts Payable, Accounts Receivables, credit card charges, and regular account reconciliations.
- Maintained communication with management team to gather information and relayed that information to employees on the ground working on the repairs.
- Successful completion of all procurement responsibilities
- Successfully Managed four employees such as repairmen and contractors to complete more than 200 tasks
- Completed onsite inspections to ensure proper completion
- Completed various scheduling needs between property managers and the city offices to properly organize any permits that are needed for specific tasks