

Gretchen Moore
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(303) 486-0011

EMPLOYMENT

Harper Hofer & Associates, LLC, 216 16th Street, Suite 850, Denver, Colorado 80202. January 2014 to present. Tax Accountant.

Harper Hofer & Associates, LLC, 1580 Lincoln Street, Suite 1100, Denver, Colorado 80203. January 2011 to April 2013. Contracted Tax Accountant.

First Data Corporation, 6200 S Quebec Street, Suite 430, Greenwood Village, Colorado 80211. June 2010 to December 2013. Senior Tax Specialist

CBIZ MHM, LLC, 8181 E Tufts Ave, Denver, Colorado 80237. August 2008 to June 2010. Senior Tax Associate.

CBIZ MHM, LLC, 8181 E Tufts Ave, Denver, Colorado 80237. January 2007 to July 2008. Attest & Tax Associate.

EXPERIENCE

Prepare and review tax returns for a diversified client base, which includes corporations, S corporations, partnerships and individuals.

Provide tax planning, estimate projections and tax preparation services for clients as well as assist with accounting services.

Proficient in GoSystems Tax RS, ProSystems fx Tax, Asset Keeper, CaseWare Working Papers, Quick Books, CorpTax, Sage Master Builder and NetClient CS

EDUCATION

University of Kansas, Lawrence, KS. Bachelor of Science in Accounting. 2006.

