

**GRETCHEN MOORE**  
**moore@harperhofer.com**  
**(303) 486-0011**

**EMPLOYMENT**

Harper Hofer & Associates, LLC, 216 16<sup>th</sup> Street, Suite 850, Denver, CO 80202. 2014 to present.  
Tax Accountant.

Harper Hofer & Associates, LLC, 1580 Lincoln Street, Suite 1100, Denver, CO. 2011 - 2013.  
Contracted Tax Accountant.

First Data Corporation, 6200 S Quebec Street, Suite 430, Greenwood Village, CO. 2010 - 2013.  
Senior Tax Specialist

CBIZ MHM, LLC, 8181 E Tufts Ave, Denver, CO. 2008 - 2010. Senior Tax Associate.

CBIZ MHM, LLC, 8181 E Tufts Ave, Denver, CO. 2007 - 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, Quick Books, NetClient CS, Accounting CS, and SurePrep

**EDUCATION**

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

**COMMUNITY INVOLVEMENT**

Treasurer, Board of Directors – Colorado Women’s Bar Association, 2016 – 2018.