

# Esther L. Ehrlich

7320 Autumn Sage Drive, El Paso, TX 79911

915.867.6740 esther.ehrlich@yahoo.com

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## **Certified Public Accountant**

Analytical professional offering extensive experience as a Tax Accountant in support of a public accounting firm. Expertise in general accounting, financial reporting, payroll, sales, and income tax return preparation. Accomplished in development and implementation of firm processes and methods of performance, as well as delegating and managing staff's assigned projects.

## **PROFESSIONAL EXPERIENCE**

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Lauterbach, Borschow & Co., P.C.

January 2005-Present

*Tax Manager/C.P.A.*

- Supervise and manage staff working on client projects
- Manage risk and financial performance of engagements, including billing, collections and project budgets.
- Supervise and aid in the training and the development of employees.
- Lead recruiting efforts at local colleges and universities and maintain liaison with students and professors.
- Manage continuing professional education classes attended by the staff and ensure staff receives proper training in accordance with firm policy.
- Preparation and review of federal and multi-state tax returns for individuals, C and S corporations, partnerships, LLCs, fiduciary, estate, and gift tax returns.
- Preparation of payroll and sales tax returns.
- Research tax issues for special projects under the supervision of the Partner/Tax Manager.
- Support clients by effectively handling all accounting and tax matters, including payroll tax and related payroll tax issues.
- Visit clients on site and provide comprehensive bookkeeping and accounting training.
- Represent clients in front of governmental authorities.
- Prepare written responses to client inquiries and governmental authority notices.
- Demonstrate a strong commitment to deadlines; strong written and verbal skills with the ability to articulate complex information.

The University of Texas at El Paso

January 2003-Present

*Adjunct Lecturer-Department of Accounting*

- Teach courses in the following subject areas: Individual Taxation, Tax Research, and Estate and Gift Taxation
- Work with students who are studying for their degree or are taking classes to improve their knowledge or career skills
- Plan lessons and assignments

## **EDUCATION AND LICENSES**

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Certified Public Accountant, Texas

Masters of Accountancy with a concentration in Taxation

The University of Texas at El Paso, El Paso, TX, 2006

Bachelor of Arts, Business Administration, Concentration in Accounting

The University of Texas at El Paso, El Paso, TX 2004

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