

# Tonghan Wang

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## EDUCATION

### **MBA in Accounting** **Alfred University, School of Business (AACSB)**

Alfred, NY

2013-2015

GPA: 3.95/4.00

Honors: Beta Gamma Sigma • Delta

Mu Delta • Member of AICPA

### **Bachelor of Economics** **Henan Normal University**

China

2007-2011

GPA: 3.30/4.00

Honors: 2008 Excellent Student

Union Leader • 2009 Outstanding

Individual

## SKILLS

Quick Books • SAP

MS Office • iFirm

ATX • TaxWise

FMEA • DOE • ANOVA

## CERTIFICATES

• IRS Certified Volunteer

• SAP Certificate

• Basic & Advanced VITA/TCE

Certification, 2014 & 2015

• Senior High School Teacher

Certificate, 2011

• China Advanced Marketing

Certificate, 2008

## PROJECTS

• Accounts Payable Audit for

Davidson's Furniture

• Olin Café Operational Advisory

• 2013 Master's Level Graduate

Research Conference at Brockport,

NY— "The Strategic Implications of

Corporate Finance Communication"

## EXPERIENCE

### **Professional Tax & Accounting LLC | Bookkeeping Department Supervisor**

2019 Sep. – Present | Fort Wayne, IN

- Supervised monthly/yearly after-the-fact bookkeeping, 1099 filing and periodic review for over 60 accounts and oversaw 5 accounts for live bookkeeping with client onboarding, client education and per-request accounting services. Coordinated with Payroll team for Sales Tax, Payroll Tax and W-2 processing.
- Managed internal bookkeeping including Accounts Receivable, Accounts Payable, Purchasing, Bank Reconciliation, Monthly Closing and paperless system update.
- Led hiring and training for Bookkeepers and Administrative Assistants. Assigned internal job orders.
- Constructed Fixed Price Agreement, Process Map and Checklist system for Bookkeeping and Tax Department.
- Coordinated with agencies for Tax Return preparation and Tax Planning.

### **Inprocess, Inc | Accountant/Account Manager**

2015 Nov. – 2019 Sep. | Babylon, NY

- Managed over 20 accounts with daily Cash Flow reporting, Payroll, Accounts Receivable and Payable processing, General Journal Entries recording, database maintaining and client inquiries answering.
- Built and customized robust accounting systems for clients including Federal & State Payroll and Sales & Use Tax Filing and Statements Reconciliation services.
- Communicated with clients, vendors, banks, governmental agencies, and organizations and represented the clients to negotiate for appropriate available benefits and avoid unnecessary losses.
- Established step-wise Period End Closing procedures and generated Consolidated Financial reports (P&L and BS) with budgeting and financial analyzing to aid clients to detect inefficiencies and maximize profits.
- Trained and supervised accounting assistants and managed weekly office schedule.

### **Alstom Transportation | Quality Management System Intern**

2014 Dec. – 2015 Apr. | Hornell, NY

- Designed and processed Failure Mode and Effects Analysis (FMEA) with consulting industrial engineers; potentially prevented industrial accidents and minimized product defects.
- Acquired basic knowledge of engineering audit through fieldwork with supervisor.

### **IRS Volunteer Income Tax Assistance (VITA) | Advanced Certified Volunteer**

2014 Jan. – 2015 Apr. | Wellsville, NY

- Interviewed clients; prepared and reviewed Federal and State Income Tax Returns through TaxWise.
- Led and advised volunteers to prepare Form 8843 and tax returns for international students and scholars.

### **Alfred University, School of Business | Graduate Assistant**

2013 Jan. – 2015 May. | Alfred, NY

- Performed literature review and statistical analysis.
- Prepared conference presentation on ANOVA & DOE.
- Fulfilled grading.

### **Alfred University, School of Business | Academic Tutor**

2013 Jan. – 2015 May. | Alfred, NY

- Tutored undergraduate courses of Managerial Accounting, Financial Accounting and Cost Accounting.