

JOSE LUIS RAMIREZ

Riverdale, CA 93656 | (559) 210-1573 | ramirez.luis.jose43@gmail.com | [linkedin.com/in/jlramirez43](https://www.linkedin.com/in/jlramirez43)

Summary

Accounting and tax professional with extensive experience in tax preparation and compliance. Brings a background in industrial quality control, applying strict verification standards to general ledger reconciliations, payroll, and financial reporting. Knowledgeable in GAAP principles, IRS regulations, and maintaining accurate financial records using Excel and accounting software.

Technical Skills & Certifications

Certifications: CTEC Registered Tax Preparer (Active), QuickBooks Online Certified ProAdvisor (Level 1), IRS Annual Filing Season Program (AFSP)

Tax Compliance: Individual (1040), sole proprietorship (Schedule C), rental (Schedule E), military & multi-state allocation, tribal tax law

Accounting Systems: Sage 100, QuickBooks Online, Counterpoint, Lacerte, H&R Block Suite, Microsoft Excel (Pivot Tables, lookup functions)

Core Competencies: General ledger reconciliation, bank reconciliation, asset depreciation (MACRS), accounts payable, payroll processing, tax preparation

Work Experience

Staff Accountant

Valley Tool Manufacturing Company – Hughson, CA

Jan 2026 – Current

- Reconciled daily sales between Counterpoint POS and Sage 100 to ensure accurate revenue recognition
- Generated weekly and monthly sales reports to track key performance metrics for management review
- Entered retail invoices daily, ensuring expenses are coded to the correct general ledger accounts
- Processed weekly payroll cycles using Sage 100, handling wage calculations and recording payroll journals for the manufacturing and retail workforce

Tax Preparer (Seasonal)

H&R Block – Lemoore, CA

Dec 2024 – Jan 2026

- Prepared and filed 90 tax returns for the 2025 season, including multi-state, military, tribal, and retirement income returns
- Conducted thorough client interviews to verify source documents, ensuring adherence to IRS due diligence requirements and reducing audit risk
- Reconciled financial records for small business and rental clients and ensured accurate net income reporting
- Digitized and organized tax documents for 100+ clients, ensuring all files remained secure and confidential

Self-Employed

Jan 2016 – Apr 2023

- Prepared and filed individual and small business tax returns, managing end-to-end client intake, compliance and filing

NDT Technician

TEAM Industrial Services / HSI Group / Mistras Group, Inc – CA & UT

Mar 2017 – Sept 2024

- Managed night shift NDT operations during a critical six-week refinery shutdown, coordinating inspection schedules and technical resources to meet strict production deadlines
- Coordinated with inspectors, plant operators, and other crafts leads to prioritize workflow, allocate technical resources, and resolve on-site coordination issues under strict deadlines
- Performed radiographic and ultrasonic inspections on critical infrastructure in petrochemical environments, applying strict regulatory codes to verify structural integrity
- Frequently served as lead technician on small crews, ensuring quality control and adherence to safety protocols
- Interpreted complex inspection data to produce formal compliance reports used in maintenance and safety decisions

Farm Laborer

Gerawan Farming – Kerman, CA

June 2012 – Oct 2016

- Harvested crops and met strict daily production targets
-

Education

Fresno City College – Fresno, CA

Expected June 2026

Associate of Science in Accounting

- **Relevant Coursework:** Intermediate Accounting, Managerial Accounting, Tax Accounting, Payroll Accounting, Computerized Accounting (QuickBooks)

Riverdale High School – Riverdale, CA

June 2009

High School Diploma