

Margaret Blackburn, CPA, EA
2073 E Meadowlark Way
Sandy, UT 84093
Phone (801) 942-6061
Cell (801) 558-5171
margaret.o.blackburn@gmail.com

Employment

8/2014 – Present The Leverich Group/Gallina LLP, Midvale, UT

Tax Manager

- Oversee staff accountants
- Counsel with individuals and businesses to minimize income tax liabilities.
- Ensure businesses are in compliance with all taxing authorities.
- Prepare and review staff prepared income tax returns for corporations, partnerships, not for profit corporations and trusts.

11/2003 – 7/2014 B2aCPA, PC formerly Baird, Blackburn & Associates, PC Bountiful, UT

Tax Accountant/Partner

- Manage the small business sector of CPA firm
- Assist small to midsize companies in processing monthly and/or quarterly financial statements
- Prepare payroll tax reports
- Oversee staff accountants
- Counsel with individuals and businesses to minimize income tax liabilities.
- Ensure businesses are in compliance with all taxing authorities.
- Prepare and review staff prepared income tax returns for corporations, partnerships, not for profit corporations and trusts.
- Install and maintain tax software, Creative Solutions – Ultra Tax, Red Gear Taxworks as well as other integral software needed to support the office, such as QuickBooks, ATX W2/1099, CFS Tax Tools and Red Gear Arkworks

2/1990 – 12/1996 Heritage Management Inc. Salt Lake City, UT

6/1992 – 12/1996 **Senior Field Accountant**

- Hired, trained, supported and evaluated office managers in as many as 17 nursing homes as well as supervising an assistant.
- Responsible to the Controller and VP of Finance in ensuring that revenue and receivables were being recorded accurately.
- Integrated nursing home accounting systems with the corporate office.
- Advised nursing homes in Medicare billing requirements.
- Responsible for all collections in nursing homes. Maintained A/R in 17 nursing homes at 34-45 days.
- Special Projects Included:
 - Installing hardware and software and providing training and ongoing support for payroll time clock system.
 - Set up inventory/central supply program for 12 nursing homes. Assisted outside vendor to coordinate billing interface.
 - Worked closely with industry specific accounts receivable software vendor to further product development to a point where installation was eminent.

11/1990 – 5/1992 **General Ledger Accountant – A/P & A/R Supervisor**

- Prepared general ledger for 15 nursing homes to include cash flow analysis and fixed assets.
- Prepare consolidated financial statements.

- Assisted in controllership functions.

2/1990 -- 10/1990 **Accounts Payable/Payroll Clerk**

- Processed accounts payable and payroll for 17 nursing homes and 2 home office entities.

1/1987 – 1/1990 Terratron , Inc Salt Lake City, UT

Accounting Supervisor

- Prepared individual and consolidated financial statements for 32 Hardee's restaurants in Utah, Wyoming, Illinois, Wisconsin and Minnesota
- Prepared multiple state sales tax returns.
- Monitored all cash flow for the corporation.
- Supervised accounting department, accounts payable and cash receipts functions.

Education

1980 – 1982 Florida Junior College Jacksonville, FL

- Associates of Science in Accounting

2002 –2005 Utah State University, Logan, UT

- Bachelors of Science in Accounting

2007–2009 University of Utah, Salt Lake City, UT

- Masters in Accounting

Qualifications

2011 Certified Public Accountant, Utah

1997 Enrolled Agent – Authorized to practice before the Internal Revenue Service
30 hours of continuing professional education in taxation required per year

Professional Memberships

- Member of American Institute of Certified Public Accountants
- Member of Utah Association of Certified Public Accountants
- Member of National Association of Enrolled Agents
- Member of Utah Society of Enrolled Agents

Association/Volunteer

- Secretary of Utah Society of Enrolled Agents – 1999-2001
- Treasurer of Gators Soccer Club 1999 – 2005
- Treasurer of Blitz Soccer Club 2002 – 2005