

# Alexa C. Jarvis, CPA

Knoxville, Tennessee  
Alexa.c.jarvis@outlook.com  
(865) 437-6565

## Work Experience

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### Pilot Travel Centers

Financial Planning and Analysis, Financial Systems - Senior Analyst

Knoxville, Tennessee

(June 2021– November 2023)

- Oversaw the budgeting and planning for various departments
- Prepared ROI calculations for various company ideas / projects, tracked various company initiatives for bonus calculations
- Acted as a CFO for some of the operational warehouse subsidiaries associated with Pilot (exporting from their accounting software, calculating weekly estimates, preparing adjusting / closing entries, preparing monthly / annual financial statements, preparing budgets)
- Calculated and oversaw the management fees charged from Pilot to various joint ventures
- Oversaw / monitored various reserve accounts to ensure proper accruals (i.e., bonus accruals, loyalty / promotional reserves, professional fee reserves)
- Managed the team who created the new Chart of Accounts under the future ERP system (what was needed in future state, mapping from old to new)
- Created / implemented a Chart of Accounts interactive form which is still being used by all of the finance, accounting and various tax teams today
- Created various official documents used across the company - Chart of Accounts Handbook, FSM Handbook (ERP System), Chart of Account FAQs

### Coulter & Justus, PC

Tax Senior

Knoxville, Tennessee

(July 2018 – June 2021)

- Oversaw the tax return preparation and planning of over 130 clients per year, ranging from C-corporations, S-corporations, trusts, estates, partnerships, gift tax, and individuals, located in all 50 states
- Prepared tax research and analyzed tax law to consult clients on tax planning strategies
- Created financial models to consult clients on restructuring or sales of businesses
- Calculated federal and state extensions and quarterly estimates for clients

### Ernst & Young, LLP

Transfer Pricing Consultant – International Tax Services

Atlanta, Georgia

(July 2016 – July 2018)

- Drafted transfer pricing studies for multinational corporations for global intercompany transactions over \$100M
- Conducted interviews with client executives to draft functional analyses of client operations and performed extensive company and industry analyses to support the pricing strategies of multinational corporations

## Education

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### Master of Accountancy – with a focus in Taxation

The University of Florida's Fisher School of Accounting (July 2015 - July 2016)

### Bachelor of Science in Accounting

The University of Florida's Fisher School of Accounting (July 2011 - July 2015)

## Certifications and Licenses

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**Certified Public Accountant (CPA)** – Licensed in Georgia (2017 – 2020) and Tennessee (2018 – Present)