

Grant Fritz

FritzTaxes@gmail.com | (815)-508-9017 | St. Charles, IL | FritzTax.com

SUMMARY

Background in public accounting and governmental taxation, with hands-on experience in multi-state payroll, tax preparation, reconciliations, and compliance reporting. Proficient in QuickBooks Desktop & Online.

WORK EXPERIENCE

Empire Accounting

St. Charles, IL

Payroll Administrator & Tax Preparer

April 2026 – Current

- Processed payroll and ensured accurate tax withholdings for employees in seven different states
- Managed payroll tax accounts and reconciled multi-state filings for compliance.
- Conducted sales tax calculations and ensured timely remittance to relevant authorities.
- Reviewed and reconciled tax documents, ensuring compliance with all applicable regulations.
- Prepared returns for individuals and businesses.

Rutland Township Assessor's Office

Huntley, IL

Deputy Assessor

February 2020 – November 2025

- Compiled and reconciled annual assessment records for 12,500+ parcels.
- Reduced appeal filings by 30% by improving valuation accuracy and compliance.
- Managed \$250K departmental budget including categorization, reconciliations, and reporting.
- Maintained compliance with Illinois property tax assessment standards and regulations.
- Prepared and analyzed internal financial reports to support budgeting and strategic decisions.

WordPress Sites Inc.

Chicago, IL

Accounts Receivable

March 2018 – December 2019

- Managed invoicing workflows and tracked customer payments across multiple client projects.
- Recorded and monitored revenue activity, ensuring accurate payment tracking and reconciliation.

EDUCATION

Bachelor of Science in Finance— Graduating September 2026

Western Governors University

Associate of Arts (A.A.) – Accounting/Finance Focused - 2021

Elgin Community College

Marmion Military Academy (High School)

Intuit QuickBooks Online ProAdvisor Certification

Intuit Bookkeeping Professional Certification

SKILLS

- Microsoft Excel (PivotTables, XLOOKUP, INDEX/MATCH)
- QuickBooks Desktop & Online
- Multi-state payroll compliance
- Return prep for individuals and businesses