

# Amitabho Chattopadhyay



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## EXPERIENCE

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### Tax Auditor

#### State of California

**August 2021 - Present, Franchise Tax Board, Filing Services Bureau**

- Contribute to, develop and update the personal income tax and business income tax law sections of the bureau's RACK, the online reference manual used by all public service staff, using Adobe Dreamweaver software.
- Ensure that the RACK is up to date and reflects current tax law, requiring extensive research as well as comprehension of pending or recently enacted legislation and the extent to which California tax law does not conform to Federal law.
- Track Federal or state legislation and develop and/or review Public Service Bulletins based upon individual areas of expertise.
- Analyze proposed and pending legislation for impact to public service and ensure that legislation passed is incorporated into the RACK. Ensure that contributions conform to departmental writing standards, is Americans with Disabilities Act (ADA) compliant, and is written in an easy to understand format.
- As a liaison to the Taxpayer Services Unit, Tax Practitioner Hotline, Correspondence, Analysis, Support and Education Section, Field Offices, and other public service staff, provide legal advice regarding complex income tax issues, necessitating frequent and direct contact with taxpayers and professional tax practitioners and the explanation of new, proposed, and existing provisions of the California Revenue and Taxation Code.
- Assist in developing, updating and presenting technical law training to Bureau staff. Review tax forms for technical correctness and ease of completion and provide technical support to the Tax Forms Development and Design section on legal interpretation impacting tax forms. Coordinate form review for the Audit Support team. Prepare monthly reports of the team's accomplishments for the section narrative report, submit individual inputs monthly, and provide status reports on assignments as required.
- Represent the Bureau and the Section on department-wide teams as a technical expert, including teams on legislation implementation and technical tax law issues.

### Tax Compliance Representative

#### State of California

**June 2021 - August 2021, Employment Development Department, Collection Division**

- Analyzed routine and complex correspondence and took appropriate actions to resolve past due payroll tax liability; analyzed required financial documentation for long term installment agreements and negotiated terms; modified or released Notice of Levies and Earnings Withholding Order for Taxes based on review and substantiation of financial documentation; and researched and gathered employer information through established skip tracing techniques and use of other databases.
- Responded to employer telephone inquiries regarding general information, collection notices, involuntary collection actions, interagency intercepts and/or offsets related to the Treasury Offset Program within the Accounting and Compliance Enterprise System (ACES). Advised employers and/or representatives in the application of the California Unemployment Insurance Code and California Revenue and Taxation Code on matters concerning tax compliance.
- Negotiated, established, and processed short- or long-term installment agreements from employers to liquidate their delinquent tax liability. Processed forms received by employers, update account information as needed (i.e. address information, responsible party information, entity type changes, power of attorney identification; cease account information, staging account as necessary, etc.).
- Completed financial adjustments within ACES based on appropriate documentation within the established policies.

### Tax Auditor

#### State of California

**June 2020 - June 2021, Employment Development Department, Integrity and Accounting Division**

- Investigated and cleared obstructed unemployment and state disability insurance claims and employer protests to the Notice of Wages Used on UI Claim (DE 1545) by examining, analyzing and evaluating all available records pertinent to cases under investigation using department automated systems.
- Interpreted and applied the provisions of resources provided, investigated pertinent leads by communicating with employers or their representatives, claimants, Area Audit Office staff and other resources to secure relevant facts.
- Assisted claimants and/or employers by advising them on status of wages or services and on pertinent policies, rules and regulations under the California UI program.
- Prepared monetary determinations to clear obstructed claims. Ensured that wages allowed result in proper charges to employers' reserve accounts. Referred cases to the appropriate Area Audit Office.
- Represented the Department at Wage and Benefit Hearings before California Unemployment Appeals Board Administrative Law Judges.

## **Office Technician**

**State of California**

**March 2020 – June 2020, California State Parks, Bay Area District**

- Provided administrative and accounting support for the SF Bay Sector. Processed vouchers, eROCs and purchase orders through Fi\$Cal and departmental tools. Created guides for fellow employees in unit to ensure efficient operation of Fi\$Cal software.
- Created monthly reports, documented credit card statements, cash deposits and safe contents, maintained files and mailings.
- Maintained an accounting of all Sector expenditures, including seasonal expenditures, vehicle maintenance and files.

## **Legal Secretary**

**State of California**

**May 2019 – September 2019, San Francisco Bay Conservation and Development Commission**

- Independently prepared legal correspondence, memoranda, notices, and forms as directed by BCDC attorneys. Assisted in responding to PRA requests. Assisted in the process of recording legal instruments; transmitted forms and executed instruments to permittees, conducted preliminary review of instrument submittals.
- Coordinated all aspects of legal document production and distribution; assured documents to be in appropriate format and prepared and filed within prescribed deadlines. Prepared enforcement letters to permittees on permit violations and other correspondence. Prepared and maintained administrative records for adjudicatory and rulemaking proceedings.
- Managed the permit compliance log, reviewed permit compliance submittals, and communicated with staff and permittees regarding compliance with permit conditions.
- Assisted in the preparation of Violation Reports and Cease and Desist and Civil Penalty Orders.

## **Case Management Director**

**Unite the People**

**October 2018 – February 2020, Los Angeles, CA**

- Guided the organization's long-term goals and strategy in relation to its legal services division.
- Minimized fixed personnel costs by implementing replacement technology.
- Handled criminal, immigration and civil matters. Assisted directly in complex paralegal work, including drafting memoranda and motions.
- Managed litigation strategy in civil and immigration proceedings. Interfaced directly with clients of all types.
- Managed compliance with all applicable requirements, including employment law, fraud prevention, past due collection and other issues.

## **Legal Assistant**

**Self-Employed**

**September 2017 – September 2018, San Francisco, CA**

- Freelance legal drafting and research for multiple clients, including full-time paralegal work for an immigration practice. Assisted in high-intensity civil and immigration litigation, drafting pleadings, motions, declarations and other documents for attorney approval, as well as immigration applications and documents.
- E-filed documents using CM/ECF, Odyssey and other e-filing systems.
- Translated legal documents from French and Mandarin Chinese for use in immigration proceedings.

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## **INVOLVEMENT**

### **Lay Arbitrator**

**San Francisco Bar Association • Fee Dispute Arbitration Program • October 2018 – January 2022**

- Served as Lay Arbitrator for the San Francisco Bar Association, making binding and non-binding arbitral awards in fee disputes between attorneys and clients prior to the discontinuation of the program.

### **Commissioner**

**City of Berkeley • Loan Administration Board • June 2021 – Present**

- Commissioner representing District 1 on the Loan Administration Board, reviewing business loans submitted by Berkeley business owners, non-profits, start-ups and developers.

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## **EDUCATION**

### **Bachelor of Liberal Arts, Economics**

**Minor in Finance • Harvard Extension School • Cambridge, MA • 2019 • Cum laude**