

Tanicka Jirousek

Accounting Administrative Assistant

✉ tanicka.jirousek@gmail.com

☎ (369) 237-9463

📍 1234 Lone Star Drive, Houston, TX 77001

EDUCATION

Associate of Applied Science in Accounting at Lone Star College, Houston, TX

Aug 2018 - May 2022

Relevant Coursework: Financial Accounting, Managerial Accounting, Taxation, Auditing, Cost Accounting, Payroll Accounting, Accounting Information Systems, Business Law, and Financial Management.

LINKS

[linkedin.com/in/tanickajirousek](https://www.linkedin.com/in/tanickajirousek)

SKILLS

QuickBooks

Excel

Data Entry

Bookkeeping

Invoicing

Payroll Processing

Financial Reporting

LANGUAGES

English

German

HOBBIES

PROFILE

Detail-oriented Accounting Administrative Assistant with 1 year of experience in providing exceptional support to finance teams. Adept at managing accounts payable and receivable, reconciling accounts, and generating reports. Strong organizational and communication skills with a demonstrated ability to streamline administrative processes for increased accuracy and efficiency. Proficient in various accounting software and a fast learner, committed to continuous professional growth in the accounting field.

EMPLOYMENT HISTORY

● Accounting Administrative Assistant at Deloitte, TX

May 2023 - Present

- Successfully managed a high volume of over 500 invoices per month, achieving a 99% on-time payment rate and contributing to improved vendor relationships.
- Streamlined the expense reporting process for a team of 50 employees, reducing processing time by 30% and increasing reimbursement accuracy by 95%.
- Assisted in the implementation of a new accounting software system, which led to a 20% increase in efficiency and a 15% reduction in errors.
- Coordinated with cross-functional teams to complete a comprehensive financial audit, resulting in a clean audit report and identification of \$25,000 in cost-saving opportunities.

● Junior Accounting Administrative Assistant at , TX

Sep 2022 - Apr 2023

- Successfully managed accounts payable and receivable for a mid-sized company, reducing outstanding debts by 20% within the first six months.
- Streamlined the monthly financial reporting process, cutting down the time required to complete the task by 30%, resulting in increased efficiency and accuracy.
- Identified and resolved a \$10,000 discrepancy in the company's ledger, preventing potential financial losses and ensuring accurate financial records.
- Assisted with the preparation and submission of quarterly tax returns, leading to a 100% on-time filing rate and avoiding late penalties.

CERTIFICATES

Certified Administrative Professional (CAP)

Mar 2022

Certified Bookkeeper (CB)

Nov 2020

MEMBERSHIPS

National Association of Professional Accountants (NAPA)