

Taleena Northouse

Accounting Administrator

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☎ (552) 044-7322

📍 123 Maple Street, Des Moines, IA 50309

EDUCATION

Bachelor of Science in Accounting and Finance at University of Iowa, Iowa City, IA

Aug 2017 - May 2021

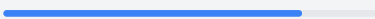
Relevant Coursework: Financial Accounting, Managerial Accounting, Corporate Finance, Financial Analysis, Cost Accounting, Auditing, Taxation, Financial Statement Analysis, Financial Reporting, and Financial Planning.

LINKS

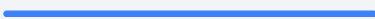
[linkedin.com/in/taleenanorthouse](https://www.linkedin.com/in/taleenanorthouse)

SKILLS

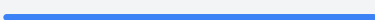
QuickBooks proficiency



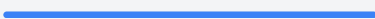
Excel mastery



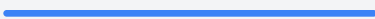
Financial analysis



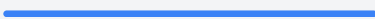
Budgeting expertise



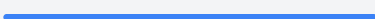
Payroll management



Tax preparation

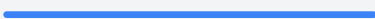


Accounts reconciliation

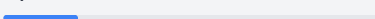


LANGUAGES

English



Spanish



HOBBIES

PROFILE

Detail-oriented Accounting Administrator with 2 years of experience in managing and streamlining financial processes, ensuring accuracy and efficiency. Proficient in accounts payable, accounts receivable, and financial reporting. Adept at working with diverse teams and implementing cost-saving measures to optimize company resources. Demonstrates strong analytical and problem-solving skills, with a commitment to maintaining ethical accounting practices and compliance with relevant regulations.

EMPLOYMENT HISTORY

● Accounting Administrator at RSM US LLP, IA

May 2023 - Present

- Successfully streamlined the accounts payable process for RSM US LLP, IA by implementing an automated system that reduced manual data entry by 60% and improved overall efficiency by 40%.
- Effectively managed a team of 5 junior accountants to maintain accurate financial records for over 500 clients, resulting in a 10% increase in client satisfaction rates and a 15% reduction in discrepancies.
- Led the successful completion of the year-end financial audit, ensuring compliance with GAAP and company policies, resulting in an unqualified audit opinion and a 20% reduction in time spent on audit-related tasks.

● Assistant Accounting Administrator at Deloitte, IA

Jul 2021 - Apr 2023

- Successfully streamlined the month-end closing process, reducing the time spent on reconciliation by 25% and increasing overall efficiency for the team.
- Managed a team of 5 junior accountants, leading them to achieve a 100% accuracy rate on financial reporting for three consecutive quarters, ensuring compliance with both internal and external audit requirements.
- Implemented a new accounts payable system that reduced invoice processing time by 40%, resulting in improved vendor relationships and a 10% reduction in late payment fees.

CERTIFICATES

Certified Management Accountant (CMA)

Oct 2021

Certified Public Accountant (CPA)

Nov 2019

MEMBERSHIPS

American Institute of Certified Public Accountants (AICPA)

Institute of Management Accountants (IMA)