

Helen Tarassova

Denver, CO 80222

yelenatarassovamahcf_hwc@indeedemail.com

+19257441246

Professional Summary

Detail-oriented Accounts Payable and Payroll Specialist with extensive experience in managing vendor payments and financial reporting. Proficient in financial software such as QuickBooks Online (QBO), Bill.com, and Rippling. Skilled in expense management, income categorization, and preparing detailed reports like Cash Flow and P&L. Adept at building strong vendor relationships, collaborating with CPA firms, and ensuring accuracy and compliance in all financial operations. A reliable professional with excellent organizational and problem-solving skills, committed to supporting seamless financial and operational processes.

Authorized to work in the US for any employer

Work Experience

Accounts Payable Specialist/Bookkeeper

Pinemelon.com-Denver, CO

March 2023 to Present

- Processed check requests, expense reports, and vendor invoices with precision and timeliness, contributing to efficient financial operations.
- Reviewed and processed an average of 300 vendor invoices monthly, achieving 100% compliance with company policies and vendor agreements.
- Proficiently handled data entry for accounts payable tasks, maintaining meticulous records for accuracy and audit readiness.
- Managed full check runs, including ACH, manual checks, and wire transfers, guaranteeing timely payments and strengthening vendor relationships.
- Communicated effectively with vendors, resolving inquiries promptly and fostering positive, long-term partnerships.
- Oversaw the supply chain for office resources, maintaining a seamless workflow and ensuring uninterrupted employee productivity.
- Processed payroll and bonuses using Rippling, delivering accurate and timely payments, enhancing employee satisfaction and retention.
- Monitored and controlled company credit card expenditures, verifying proper categorization and adherence to budgetary guidelines.
- Collaborated with a CPA firm to categorize income and expenses in QuickBooks Online (QBO), improving the accuracy of financial records and supporting tax compliance.
- Prepared detailed financial reports, including Cash Flow and Profit & Loss (P&L), equipping management with actionable insights for strategic decision-making.

HR Manager

Deferent company in Kazakhstan-Almaty

September 2004 to February 2023

- Led HR functions across various industries, including retail, start-ups, mining, and distribution, demonstrating flexibility and adaptability.
- Recruited, hired, and onboarded personnel to meet company needs promptly, addressing seasonal demands effectively.

- Developed and implemented recruitment and motivation strategies aligned with company metrics and goals, driving employee engagement and retention.
- Oversaw payroll, benefits, and employee relations, adhering to local labor regulations and internal policies.
- Introduced and maintained HR policies and procedures, standardizing processes and contributing to operational efficiency and strategic objectives.
- Delivered HR training for teams, fostering professional development and promoting a culture of continuous improvement.
- Optimized HR processes, leveraging analytical skills to enhance employee satisfaction and align initiatives with organizational goals.
- Facilitated effective communication between employees and management, cultivating a positive and collaborative work environment.
- Coordinated cross-functional collaboration, aligning HR strategies with other departments to support business growth and operational success.

Education

Bachelor's degree in Psychology

AGU Abay University - Almaty

September 2000 to June 2004

Skills

- Accounts Receivable
- Analysis Skills
- Journal Entries
- Accounts Payable
- Financial Report Writing
- QuickBooks
- ACH
- Accounting
- Payroll
- Human Resources
- Microsoft Excel
- Bookkeeping
- Accounting software
- Office management
- Pivot tables
- Bilingual

Certifications and Licenses

Certified Bookkeeper

March 2024 to Present

1. Successfully completed all the program task and pass the practice course to consolidate obtained skills.

Tax Fundamentals

February 2024 to Present