

RANKIN MCKENZIE



Kristen M. Steffen

Partner

RANKIN McKENZIE LLC
1000 Centregreen Way
Suite 200
Cary, North Carolina 27513
Direct: (919) 201-9440
Fax: (847) 241-9440
ksteffen@RankinMcKenzie.com

Kristen Steffen has over 15 years of accounting experience in both the public & private sectors. She has the ability to work independently and effectively on a small team and works well under pressure. She can quickly adapt to changing client environments as is proven by her diverse client base which includes a variety of industries such as manufacturing, healthcare, nonprofit and various service providers.

Ms. Steffen has been involved in several start-up businesses by establishing clients' accounting records from inception. She has guided these clients through all the processes of getting the doors open for business, including selection and implementation of accounting software, setting up payroll, sales tax issues, and implementing HR policies and procedures. She also acts as liaison with external auditors & tax accountants. Additionally, Ms. Steffen has been an expert of QuickBooks accounting software for over 12 years. Currently, Ms. Steffen serves as the Financial Director for the Frankie Lemmon Foundation, a nonprofit organization located in Raleigh that raises funds for the Frankie Lemmon School for developmentally-disabled children. At the Frankie Lemmon Foundation, she provides special event reporting and reconciliations, 990 preparation, data collection for annual reviews, monthly financial statements, E-585 Sales Tax preparation, and written tax letters to donors.

Ms. Steffen earned a Bachelor's in Political Science from the University of North Carolina at Chapel Hill and a Master's in Accountancy from the University of North Carolina at Wilmington. She is also a member of the North Carolina Association of CPAs.

Professional Career Highlights:

- From 2005-2007, Ms. Steffen served as a Corporate Senior Accountant for Kinetic Systems, Inc., a high purity piping manufacturer located in Durham, NC. She was responsible for month-end close processes including preparation of journal entries, account reconciliation, SG&A variance analyses, coordination of sub ledger interface including AR, AP, Inventory & Payroll and maintenance of capital expenditure requests & fixed assets.
- At Kinetics she played a key role in the conversion of the company's accounting system from several decentralized locations to one centralized location.
- From 1999-2001, Ms. Steffen served as Senior Accountant of the Ingredient Division for McCormick & Co, the world's largest spice company and leader of manufacturing & distribution of spices to the entire food industry.
- From 1996-1999, Ms. Steffen served as an Auditor with PricewaterhouseCoopers in Baltimore, Maryland. Ms. Steffen worked on audits of several healthcare organizations including Johns Hopkins Hospital, Greater Baltimore Medical Center, Howard County Hospital and Tissue Banks International.