

## FINANCE DIRECTOR

### Summary

Finance Director with experience in strategic planning, budgeting and accounting.

### Highlights

Data trending

Motivated Professional

Process implementation      Process implementation

Process implementation

Staff leadership and development

### Experience

Company Name May 2012 to Current Finance Director

City , State

- Implemented new Accounting procedures within Quickbooks.
- Prepare company payroll and submit to ADP bimonthly.
- Work daily with Microsoft Excel in creating worksheets when needed.
- Prepare monthly Payroll Financial Statements for the Corporation.
- Review Financial Statements within Quickbooks.
- Work Directly with HR Director, Standards Compliance Coordinator, Treasurer and CEO.

Company Name July 2011 to May 2012 Systems Manager

City , State

- Process all Medicaid Claims as well as billing errors, denials and payments.
- Entered new Medicaid patient Enrollment papers into Medical Program Daily.
- Analyze patient accounts daily for errors.
- Assist Financial Director daily with various tasks.
- Process and post Medicaid billing daily.
- Developed work with data entry including: Customer and Patient Satisfaction, Clinical Monthly Packets as well as the Employee Census.

Company Name June 2008 to March 2010 Staff Accountant

City , State

- Analyzed financial and accounting records
- Used Accounting and Auditing Sox procedures to evaluate information and review compliances
- Conducted payroll audits and inventory counts
- Assisted with internal audits
- Applied cash deposits against accounts receivables daily
- Reviewed Journal Entries and monthly Landowner Statements to pass Sox compliance

### Education

YOUNGSTOWN STATE UNIVERSITY 2008 Bachelor of Science : Business Administration City , State , US

### Skills

• Microsoft Excel -- Intermediate skill level

• Microsoft Access -- Basic skill level

• Quickbooks -- 3 years experience

• ADP Payroll System -- 3 years experience