

## STAFF ACCOUNTANT

### Experience

August 2013 to Current Company Name - City , State

- Accounting Manger Report to CFO Manages 4 colleagues.
- The accounting department consists of 2 Accounting Clerks, 1 Financial Analyst, and 1 Volunteer.
- Lead person for all aspects of close, including preparing and entering 30 journal entries and preparation of 35 balance sheet reconciliations.
- Developed new and easier ways of doing journal entries for month end process, using Microsoft Excel.
- Have reduced journal entry keying by a day and half, allowing more time for analysis.
- Revamped old cost reporting and 990 templates, using Excel, to make the process easier for colleagues that would enter information into the system.
- Have cut down lead and processing time for each, making the entire submission time faster for system senior leadership.
- Selected as point person to help our system office install and run PeopleSoft Finance at St. Mary's Hospital.
- Directly responsible for training staff at hospital, and have assisted system in developing the financial statements that are used today.
- Assisted all hospital directors in the planning and execution of their departments AOP for the next fiscal year.
- Assisted in making a \$5 million dollar turn around in total hospital EBIDA for fiscal year 2015.
- Responsible for maintaining and tracking \$75 million in hospital fixed assets.
- Developed new FTE position control productivity report using complex queries and reports in Microsoft Access.

June 2006 to August 2013 Company Name - City , State

- Staff Accountant/ IT Report to Finance Supervisor Assisted in financial month end close, by preparing over 20 journal entries and 25 Balance Sheet reconciliations.
- Developed various sales, TGP, and other contribution margin reports, using Microsoft Access and Excel.
- Led the division in creating projects that would strip out relevant information from a report and put into Excel, using Monarch data mining software.
- Developed over 30 models for the division to use.
- Developed Excel macros to help make entering journal entries easier at month end.
- Corporate office started using them for their month end close.
- Assisted in developing an automated reporting system that would distribute reports to sales force, and senior management every morning.
- Led IT department and helped maintain division IT infrastructure.
- Developed reports that track all IT assets and give a check list of what to do in case of a hard drive crash or any other maintenance activity.
- This report is still used to this day at the division.
- Created a sales report in Excel that used links, macros, and formulas, to show each sales persons sales, TGP, and cases, by using a drop down box and selecting their name.

December 2003 to June 2006 Company Name - City , State

- Accounts Payable/ IT Report to Controller Accountable for the coding and paying of all Accounts Payable invoices.
- Including getting management signature, along with following up on and invoice discrepancies.
- Assisted in getting purchase orders from warehouse and entering in our purchase order system.
- Developed a new spreadsheet to help track fuel expense and tracking for operations.
- Assisted in month end close process, and was asked to then take over the sales tax and beverage tax journal entries for the division.
- Accountable for 5 Balance Sheet reconciliations for the division.
- Developed spreadsheet to keep track of customer credits, and salesman reimbursements.
- Developed report to show how many purchase order shorts there were, by vendor and warehouse id.

### Staff Accountant

March 2001 to December 2001 Company Name - City , State

- Reported to Assistant Controller.
- Accountable for inventory for all 15 Sprint stores in our area.
- Led month end inventory counts, where each store would send me their results and I would match up to purchase order and sales to make sure everything tied out.
- Accountable for process of stolen, warranty and damaged phones, by making sure we received correct credit back from Sprint.

### Education

IRS 990 Tax Reporting & Submission \*CMS Cost Reporting Submission \*Property Tax Exemption Submission \*AOP Budget Planning

Bachelor of Arts : Accounting , May 2000 Western Illinois University - City , State Accounting

Associates Degree : Accounting , May 1997 Black Hawk College - City , State Accounting

St. Mary's Hospital Leadership Team

### Skills

Accounting, Accountant, Accounts Payable, balance sheet, Budget Planning, CMS, Controller, credit, data mining, senior management, Finance, financial, Financial Analyst, financial statements, fixed assets, hard drive, inventory, leadership, macros, Microsoft Access, Microsoft Excel, Excel, office, Monarch, month end close process, month end close, next, PeopleSoft, coding, reporting, sales, spreadsheet, Supervisor, Tax, phones