

## STAFF ACCOUNTANT

Virginia Francis

### Summary

Capable Accountant successful at managing multiple projects and consistently meeting deadlines under pressure. Managed complex accounting functions and reconciled accounts involving multiple budgets and funding sources.

Hands-on supervisory experience directing and training accounting and support staff. HR experience.

Supervisor's Endorsement: "Virginia is a talented individual who possesses a strong work ethic and produces an inordinate amount of quality work. Her ability to work independently, with minimal supervision, is one of her strongest attributes. She is a strong team player." Craig C., Division Director, 2009

### Highlights

- Account reconciliation expert
- Adobe software proficiency
- MAS 90 & Sage Software
- Complex problem solving
- Effective time management
- Advanced computer proficiency
- Flexible team player
- General ledger accounting
- Strong organizational skills
- Expert in customer relations

### Experience

#### Staff Accountant

September 2010 to Current Company Name 1/4 City , State

Cypress Healthcare Partners is a management company for doctor offices. I currently complete the monthly financials for seven different medical groups. These medical groups range from two to fifteen doctors. One of the medical offices has eleven clinics and consists of two corporations that are consolidated into one financial package. I reconcile all the bank statements for these groups which include ZBA accounts. I'm very detailed in processing the financials for these groups. I record all the general entries, payroll entries, transaction entries, month end and year end entries, reconcile the balance sheet and income statement accounts, and record the fixed assets and depreciation. I review the financials for completeness, trends, and discrepancies. Some of the companies are accrual bases and some are cash. I maintain the daily cash reports and cash flow spreadsheets. I review accounts payable and when needed process. I process accounts receivables. I tabulate and send invoices to the hospital and college for services. I review contracts and make sure the accounting portion is kept in compliance. Coordinated fixed asset additions and retirements. Prepare personal property and use tax filings. Work with the Accounting Manager to collect and tabulate data for the annual audit. I reconcile medical, dental, & COBRA with the monthly statements and the general ledger. I review documentation for correctness and completeness. I run monthly reports and verify discrepancies. I complete various other reports for the groups such as a monthly report which gives an overview of the monthly financials, special allocations, payroll reconciliations, management fee calculations, and changes in owners' equity. I coordinate with payroll the medical and dental deductions for employees. When needed I help process payroll and add and delete employees into the medical and dental plans.

#### Administrative Assistant

July 2008 to October 2009 Company Name 1/4 City , State

Directed staff of three and managed accounting, budgeting, HR, and administrative responsibilities at state-operated military academy providing education and life skills for at-risk youth. Assisted with staff hiring decisions and HR policies and procedures, including interview criteria, benefit administration, personnel dispute resolution, and leave policies. Reviewed HR documents, delegations of authority, and acting status papers. Administered multi-million dollar federal and state budget—reviewed multiple appropriations and funding sources and current/previous expenditures and revenue. Completed quarterly reports on the federal budget. Audited accounts ensuring expenditures were allocated and coded correctly. Approved invoices for payment and requested journal adjustments when necessary. Maintained petty cash.

Monitored contractual agreements instituted by procurement officer and maintained procurement authority up to \$25,000. Created Reimbursable Service Agreements between Academy and State agencies and monitored account activity. Monitored and reported Workforce Investment Act (WIA) budget expenditures.

#### Accounting Supervisor I

July 2007 to July 2008 Company Name 1/4 City , State

Supervised five accounting staff preparing accounts payable and processing travel transactions for nine divisions within Department of Military and Veterans' Affairs. Reviewed and certified all AP and travel expenses in Alaska Statewide Accounting System (AKSAS).

Assisted with staff hiring decisions and HR policies and procedures, including interview criteria, benefit administration, personnel dispute resolution, and leave policies. Reviewed HR documents, delegations of authority, and acting status papers

## Accounting Technician II

November 2002 to July 2008 Company Name i¼ City , State

Started as a Administrative Clerk in 2002, moved to Child Support Specialist I, and advanced to Accounting Technician II in 2006. Charged with completing complex accounting adjustments involving three accounting systems. Position required knowledge of child support regulations and state and federal regulations/statutes for each system adjustment. Created detailed spreadsheets due to complexity of adjustments as funds were divided among several parties and entities.

Simplified accounting procedures for staff preparing numerous adjustments in cases of fraud which improved productivity and reduced processing time. Ensured payment of child support in accordance to court and administrative orders. Communicated policies/procedures and ensured clear understanding by custodial/noncustodial parties.

## Education

BBA : Business Administration/Accounting , 2009 University of Anchorage Alaska i¼ City , State , USA

GPA 3.0

Associate of Science : General , 2000 Umpqua Community College i¼ City , State , USA

GPA 3.4

Associate of Applied Science : Electronics , 2000 Umpqua Community College i¼ City , State , USA

GPA 3.4