

MANAGER OF FINANCE

Summary

Experienced Certified Public Accountant (CPA) with extensive financial and audit experience. I have a proven track record to improve monthly financial close processes; analyze financial results for areas of opportunity; and audit financial activities to identify potential financial misstatements and internal control weaknesses. Strengths include: *Financial analysis & reporting *Financial management *Budget preparation & management *Revenue management *Highly organized & detail-oriented *Strong interpersonal skills

Experience

Manager of Finance

January 2016 to Current Company Name 1/4 City , State

- Prepare and manage an annual operating budget of \$55 million gross revenue and annual capital budget of \$500,000.
- Oversee financial operations for annual expenses totaling \$45 million.
- Oversee the daily billing and collection activities with 9 employees for annual patient days of 250,000.
- Prepare and consolidate Hospice monthly financial results and input into the Lawson general ledger system for consolidation with the financial results of the TriHealth organization.
- Analyze financial operations to identify opportunities to increase revenue and reduce cost.
- Provide financial updates to senior management, Hospice Board of Trustees and the Hospice Finance Committee.
- Provide financial guidance & leadership to 10 individual unit managers.

Business Director II

January 2010 to January 2015 Company Name 1/4 City , State

- Prepared and managed annual operating budget of \$161 million gross revenue and 226 FTEs for Neonatal Intensive Care Unit (NICU) along with \$3.3 million gross revenue and 16 FTEs for 3 other departments.
- Managed expenses totaling approximately \$20 million.
- Monitored NICU monthly productivity metrics.
- Prepared and managed capital budget totaling \$700,000.
- Analyzed and monitored monthly financial performance and evaluate variances.
- Managed physician professional fee billing for approximately 125,000 charges totaling approximately \$113 million for 13 regional hospitals.
- Reduced physician professional fee charge entry to billing days from 11 to 5 business days.

Director of Finance

January 2007 to January 2009 Company Name 1/4 City , State

- Reduced monthly financial closing process from 13 to 8 business days.
- Managed daily operations of the Finance Department with 6 employees, and assisted with managing all financial operations of the hospital.
- Assisted with preparation of the annual operating budget for a 180 bed hospital with gross patient revenue totaling approximately \$375 million.
- Facilitated external audit activities for 2 years with no significant findings.
- Implemented the Lawson general ledger system.

Assistant CFO

January 2006 to January 2007 Company Name 1/4 City , State

- Prepared monthly journal entries; reviewed monthly financial results for accuracy and validity; and prepared monthly financial schedules for submission to Corporate Office.
- Worked closely with hospital managers to prepare annual operating and capital budgets for 150 bed hospital with gross revenue totaling approximately \$1.4 billion.
- Assisted the CFO in managing the daily operations of the Finance Department and the hospital.
- Facilitated completion of external & internal audits and developed processes to correct audit issues.

Director of Decision Support & Controller of Emory

January 1999 to January 2001 Company Name 1/4 City , State

- Coordinated the hospital monthly financial close activities.
- Managed daily operations of the Accounting Department including direction to the staff to ensure department and hospital goals were met.
- Assisted in analysis and maintenance of hospital staffing levels and productivity.
- Assisted the CFO in managing the day to day financial operations of the hospital.
- Assisted with annual operating and capital budget processes.
- Maintained accuracy and integrity of the Alliance for Decision Support System, a fully-integrated cost accounting and managed care contract modeling system for 6 hospitals.
- Utilizing the decision support system, performed financial analysis of hospital operations for 6 hospitals including detailed cost information, managed care contract information, physician profiling, and utilization analyzes.

Director

Company Name 1/4 City , State

- Office Instrumental in planning, coordinating and implementing Sarbanes-Oxley Section 404 test strategy for hospital level processes for

- Since institutional in planning, coordinating and implementing Sarbanes-Oxley, Section 404 test strategy for hospital level processes for approximately 180 hospitals.
- Managed annual audit plan and processes related to areas of Payroll Service Centers and Physician Services.
- Created reports of audit results and communicated audit issues to company management.
- Oversaw hospital financial audits and evaluated the audit supervisor's performance.

Manager

Company Name i7/4 City , State

- Office Supervised and directed the daily progress of audits by managing staff performance Discussed audit issues and findings with audit engagement team and hospital management Presented audit findings and recommendations to hospital senior management Reviewed audit memoranda and working papers for technical accuracy and completeness Prepared and conducted performance evaluations for staff assigned to audit engagements Prepared engagement memoranda, working papers, and summary audit reports Previous Employment History Available Upon Request.

Education

Bachelor of Science : Accounting University of South Carolina i7/4 City , State Accounting

Certified Public Accountant (CPA) State of South Carolina 3

Skills

Accounting, audit reports, billing, budgets, budget, closing, cost accounting, Certified Public Accountant, CPA, Decision Support, direction, senior management, Finance, financial, financial analysis, financial audits, financial operations, general ledger, Hospice, internal audits, Lawson, leadership, managing, Office, modeling, monthly financial close, Payroll, processes, progress, Sarbanes-Oxley, staffing, strategy, supervisor