**Accounting manager • Controller**

Analytical **Accounting Executive** with demonstrated expertise in corporate finance management, reporting, forecasting, audits, tax preparation, and state and federal funding. Solid reputation as an expert problem solver who can resolve cross-functional business problems and develop productivity improvement initiatives resulting in increased profitability. Background includes proven success overseeing accounting and finance functions for healthcare organizations, higher education institutions, public and private schools, wholesalers, consulting firms, and logistics companies. Core competencies include:

• Profit and Loss • Business Analysis • Risk Management • Human Resources

• Financial Reporting • Systems Automation • Financial Analysis • Modeling/Forecasting

• Audit/Compliance • Efficiency Improvement • Team Development • Expense/Cost Control

**Software Programs**

• Paycom • ADP • Intacct • QuickBooks

• PayChex • MAS 90 • Peachtree • Quicken

• Parish Data Systems • Microsoft Office

• IOI

**Professional Experience**

**P.S.Bookkeeping Services** …………………………………………………………………………………………2013- Current

* Prepare financial statements for medical clinics and various businesses, also billing and payroll, A/P, A/R, internal controls and other systems to comply with regulations. Use Intact Software for accounting package. Use Microsoft excel also.
* Working with salons, restaurants, healthcare, small businesses to produce financials, payroll, etc.
* In charge of general ledger and Bank reconciliations and general ledger reconciliations for multiple companies.
* Coordinate and perform intercompany reconciliations. Produce budgets and verify variances as requested by client.
* Work with billing departments to improve A/R aging and billing accuracy.
* Oversee and implement all payroll activities for various businesses. Prepare and file all required state and federal reports, quarterly state unemployment reports, 941's, 940's, W-2's, and 1099's.
* Ability to drive process improvement through the use of technology. Strong ability to manage multiple projects and drive them to timely completion.
* Collaborate with senior management to establish and implement cost containment programs that effectively lower costs and promote employee awareness of cost containment methods.
* Work with accounting auditors and any federal/state agencies to coordinate and complete any required audits.
* Manage credentialing process with various payers; negotiate terms and execute contracts with payers and providers
* Responsible for all Month End closing procedures, related reports and analyses for various business agencies including various analysis of actual performance compared to prior year for Department management, Administrators and Directors.
* Responsible for training staff in accountant duties and monitor staff productivity on an ongoing manner.
* Coordinate Quarterly, Annual reporting requirements with various departments and outside clients.
* Perform revenue and expense analysis as requested by Board of Directors or management.
* Responsible for preparation of the annual operating budget and upload into Intacct Accounting software.
* Provide comparative analysis of actual results vs. forecast throughout the year.
* Perform uploads/imports into the General Ledger system.
* Work as a Revenue Cycle Manager as requested.
* Convert Payroll or accounting processes to computerized system using QuickBooks, Peachtree, Intacct and other packages.

CAREALL MANAGEMENT, LLC - Nashville, TN 04/11-05/13

**Accounting Manager / Controller**

*Directed daily fiscal operations of $80 million home health agency, including accounting, financial planning and analysis, risk management, cost control, treasury, fixed assets and benefits administration. Managed staff of 35 employees.*

* Produced financial statements for 40 offices, billing for 40 offices, payroll, A/P, A/R, internal controls and other systems to comply with regulations. Used MAS 90 Software for accounting package. Strong Excel required.
* In charge of 25 Bank reconciliations and general ledger reconciliations for 9 companies.
* Directed initiatives to automate payroll, accounts receivable and financials. Produced budgets and verified variances.
* Significantly improved billing and A/R aging by 40%; reduced monthly closing of results from 8 days to 4 days.
* Overseen all payroll activities for over 40 offices. Implemented new payroll system, PayCom. Prepared and filed all required state and federal reports, quarterly state unemployment reports, 941's, 940's, W-2's, and 1099's.
* Generated growth opportunities through identifying ideal acquisition targets and geographic locations for new offices.
* Collaborated with senior management to establish and implement cost containment programs that effectively lowered costs and promoted employee awareness of cost containment methods.
* Worked with auditors and any federal/state agencies to coordinate and complete any required audits.
* Managed credentialing process with various payers; negotiate terms and execute contracts with payers and providers
* Responsible for all Month End closing procedures, related reports and analyses for various business agencies including various analysis of actual performance compared to prior year for Department management, Administrators and Directors.
* Developed and implemented effective management reporting process for both internal and external customers.
* Manage employee benefits plans including health and 401K plans.
* Oversee accounts payable and cash receipt functions for all agencies. Maintain bank reconciliations.
* Responsible for all Human Resource functions, including hiring, Unemployment hearings, and background checks.

Diocese of Nashville **-** Nashville, TN 2007**-**2011

**Controller**

*Directed all accounting functions for 24 parishes, including financial reporting, general ledger, A/P and A/R, budgeting, payroll, month-end and year-end closings and audit management. Supervised staff of 4 regional bookkeepers.*

* Collaborated with parishes and bookkeepers in developing financial statements with variances and analysis along with general ledger reconciliations. Assisted in standardizing each parish’s chart of accounts.
* Communicated with 52 parishes to determine accounting and bookkeeping needs and deficiencies.
* Developed effective management reporting process for internal and external committees or customers of each parish.
* Worked with auditors to adhere to bank and bond requirements.
* Implemented Diocesan payroll program IOI in 27 entities; oversaw all aspects, including 941’s, W-2’s and 1099’s.
* Trained and supported bookkeepers in the use of PDS software and Quick Books.
* Assisted Parish & Finance Councils in understanding the scope of their roles and responsibilities.
* Coaches Principals in creating, implementing and monitoring budget for their individual school.
* Input and maintain Gift Annuities on Crescendo Software.
* Set up capital project spreadsheet for projects or major repairs and expenditures.
* Research, analyze and assist with yearend financial reports and assessable income forms.

Vanderbilt University - Nashville, TN 2006-2007

**Accountant**

* Performed HR Finance General Ledger reconciliations using Edog, PSoft, Piprod, Business Objects, Waldo, etc.
* Prepared and filed state, city and local tax returns for Vanderbilt, Home Health Care, and Community Health Services.
* Researched, analyzed and completed yearend reports, returns, and W2 reconciliations for all Vanderbilt companies.
* Analyzed complex financial data and made recommendations for policies, procedures, controls or actions.
* Verified and approved accounting transactions for HR Finance.
* Provided analytical support and data collection for monthly General Ledger close.
* Performed accounts receivable, accounts payable, general ledger, and year-end closing functions.
* Reconciled Gross to Net, Taxes and Deductions to HRProd system.
* Verified proper recording of individual transactions using exception reports or Queries.

Brooklyn City Schools - Brooklyn, OH…………………………………………….........................................2001-2006

**Assistant Treasurer**

* Provided analytical support for new accounting and payroll projects.
* Prepared financial data for month end, annual and monthly budgets for all school centers, and financial reports.
* Processed payroll for 250+ employees and $4 million per month using Paychex software.
* Maintained insurance, retirement, annuities, credit union, bonds, dues, other payroll deductions, salary & EMIS data.
* Posted Ohio Department of Education (ODE) foundation distribution to general ledger for all Federal and State funds.
* Collaborated with ODE auditors in 2004 to achieve the System’s first non-citation audit with no violations.
* Managed and tracked some 40+ student and principal funds and specific school accounts.
* Performed monthly bank reconciliations for $800,000 monthly cash flow and maintained all deposit and record receipts.
* Assisted in preparation of investment and interest activity on bonds and the Ohio Victory Fund.
* Implemented TimeTrak software for hourly personnel enabling quick access labor distribution and employee time-off data.
* Converted from 80% manual records to 100% participation in ODE’s financial software to manage payroll and accounting.
* Trained 40+ new people on state’s financial reporting software system.

Lakeshore & Northeast Ohio Computer Association (LNOCA) - Valley View, OH………………..2000-2001

**Fiscal Services Liaison**

* Traveled to members’ districts to assume substitute duties for accounting and payroll personnel providing a wide variety of experiences including training of personnel to apply new financial software replacing Excel and Lotus.
* Analyzed accounting and payroll applications for regional school districts and suggested changes and improvements.
* Tested new releases for state software to help insure Districts’ compliance.
* Provided support for client’s questions and problems concerning software applications and policies/procedures.
* Developed programs and reports using UDMS and MS Query report writing programs.

Deegan-Siefert Co. - Brooklyn, OH……………………………………………………………………………….1996-2000

**Accountant/Inventory Control**

* Managed A/R and A/P programs using FACTS software, MS Excel, Word having converted from a manual system.
* Coordinated general ledger and journal entries producing monthly financial reports to management.
* Performed inside sales and service duties for 200+ residential and commercial clients.
* Negotiated terms and pricing with vendors such as Moen and American Standard.
* Restructured inventory layout to eliminate slow moving items with a savings of $70,000 per year.

Contract Data Services - Huntersville, NC……………………………………………………………………1991-1995

**Accounting Supervisor**

* Managed financial statements, A/P and A/R for 5 companies. Supervised a staff of 5.
* Filed tax returns, prepared capital asset and audit schedules.

**Education**

UNIVERSITY OF PHOENIX – Cleveland, OH

**Bachelor of Science – Business Management**

CLEVELAND STATE UNIVERSITY – Cleveland, OH

**Completed School of Law and School of Finance Courses**