



Summary:

Flexible Accountant, who adeptly seamlessly to constantly evolving accounting processes and technology. Adept to budget planning and financial reporting. Accounts Receivable, Accounts Payable and General Ledger skills.

Highlights:

- Accounts Receivable
- Accounts Payable
- Accounts reconciliation
- General ledger accounting
- Team Leadership
- Analytical
- Organized
- Detail-oriented
- IT Software Applications
- Project manage

Experience:

April 2013 Kohala Hospital Kapaau, HI
 To Accountant IV
 Current

In addition to duties in Patient Account Rep V, Accounting/Finance: Prepare various financial statements and financial analysis. Develop and implement accounting systems. Supervise and evaluate the work of subordinates. Receive and resolve complaints on charges, payments, credits and other related matters. Manage billing and collection activities. Interpret policies and procedures relating to the activities concerned with billing and collection. Manage accounts payable activities involving the maintenance of general and control ledgers and related records reflecting the budgetary status and financial condition of Kohala Hospital. Advise/analyze departmental budget vs actual for hospital department heads and administration. Assists in annual physical inventory accounting and prepares depreciation schedules for property, plant, and equipment. Responsible for cash management reconciliations. Liaison with external auditors on any questions relating to accounting and financial transactions. Maintain and participate in the maintenance of budgetary controls of expenditures. Prepare periodic revenue and expense analysis and advises

Administrator on operating income and expense trends. Develop, prepare, and monitor the capital budget. Prepare information for various public assistance, government, and private health programs and agencies. Supervise and participate in the preparation of budget requests, financial statements and reports, and other fiscal and statistical reports as directed by the Administrator ie: assistance, government, and private health programs and agencies. Prepare analytical reports as requested. Work cooperatively with other staff members, departments, and outside services.

November 2009 Kohala Hospital

Kapaau, HI

To Patient Account Rep V

April 2013

Billing and Collection responsibilities: Supervise and perform highly complex activities concerned with billing, collection, credit control and maintenance of individual accounts for services rendered. Make work schedules, assignments and reassignments. Review the work of subordinates for completeness, correctness and adherence to applicable policies and procedures. Receive and resolve complaints on charges, payments, credits and other related matters. Interpret policies and procedures relating to the activities concerned with billing and collection. Interpret policies, rules, regulations and procedures on processing claims regarding various insurance, assistance and other programs. Develop and modify methods and procedures relating to billing and collection activities. Develops and establishes procedures for prompt and systemized flow of charges from other operations to the billing and collection operation. Prepare reports; attend and participate in staff meetings and conferences. Oversee admissions process and procedures. Assist in the evaluation of performance and the preparation of annual performance appraisals.

Account Payable duties: Code, total, enter, verify and reconcile transactions such as accounts payable and receivable, purchase orders, checks, invoices, check requisitions and bank statements in a ledger. Produce required monthly reports. Compile budget data. Calculate cost of materials. Maintain, oversee accounts payable operations fund. Maintain/control appropriated and non-appropriated funds (CIP, Contract Labor, Foundation donations, SORH grant, etc.)

Accounts Receivable duties include updating/maintaining major accounts receivable tables. Prepare accounts to be sent to collections/written off. Post general ledger entries on individual account receivable ledgers. Update/re-class accounts as needed. Maintain daily, weekly, monthly accounts receivable reports such as daily adjustment journal, daily cash journal, daily posting journal by patient, daily revenue journal. Reviews credit balance reports and make necessary adjustments Oversee accounts over 180 days on aging trial balance. Reconcile daily reports to cash receipts journal. Maintain/reconcile reports on bill runs, daily cash receipts. Maintaining equipment and building

inventory listings. Recording, issuing inventory tags to new inventory items and disposals of equipment. Update and run equipment inventory listing of items exceeding its life expectancy and depreciation expense. Maintain Emergency Room physician's time sheets. Update/track overtime by depts. Maintain laundry stats, nursing time hours for cost reporting. Assist supervisor in financial audit, cost report audit, Medicare audit and other inquiries. Maintain/update business office CAH hospital P&P's. Order/maintain supplies and equipment for various depts. Assist West HI IT staff with computer and software upgrades and trouble shoot issues onsite/remotely. Input of RPM data used for benchmarking in CAH hospitals. Maintain/oversee telephone system upgrades. Respond to customer inquiries and assist with other clerical duties.

October 2007	Kohala Hospital	Kapaau, HI
To	Account Clerk V	
November 2009	Duties same as Patient Account Rep V	
February 1999	Kohala Hospital	Kapaau, HI
To	Account Clerk III	
October 2007	Duties similar to Account Clerk V	

Education:

■	University of Hawaii – Hawaii Community College	Hilo, HI
■	Certificate in General Clerical	
■	Courses of study in Clerical skills, General Accounting, Data Processing and Sales & Marketing.	