

EVELYN KANESHIRO**Summary**

Flexible, energetic, adapts seamlessly to constantly evolving healthcare accounting processes and technology. Adept at budgeting, financial reporting, accounts receivable, accounts payable, general ledger reporting and analysis.

Highlights

- Accounts Receivable
- Accounts Payables
- Financial Statement Analysis
- Team Leadership
- Detail Oriented
- * General Ledger Accounting
- * Reporting proficiency
- * Analytical
- * Organized
- * IT Knowledge

Experience**KOHALA HOSPITAL**

Kapaau, HI

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|---|--------------------------------|
| Accountant IV | 04/16/2013 - Current |
| <ul style="list-style-type: none"> • Duties same as Acct Clerk III | |
| Patient Account Rep V | 11/01/2009 - 04/16/2013 |
| <ul style="list-style-type: none"> • Duties same as Acct Clerk III | |
| Account Clerk V | 10/16/2007 - 11/01/2009 |
| <ul style="list-style-type: none"> • Duties same as Acct Clerk III | |
| Account Clerk III | 02/19/1999 - 10/16/2007 |
| <ul style="list-style-type: none"> • Revised and streamline inefficient work procedures with automation software. • Collaborate extensively with auditors during preliminary and year-end audit processes. • Investigate and resolve discrepancies in monthly bank statements while under tight deadlines. • Align all financial activity with the regulations as required by the corporation. • Thoroughly review financial statements to correct any discrepancies. • Track all spending against approved requests. • Analyze costs and revenues to project future trends. • Assist with annual audit preparations and closing reports. | |

- Maintain and prepare fixed assets, depreciation, additions, and disposals.
- Preparation of Cost Report reports and documentations for submissions.
- On Leadership team, attend Studer leadership LDI and Conferences.
- Accounts Receivables
- Accounts Payables
- General Ledger
- Kronos Payroll
- Various application updates/upgrades (EHR, Kronos, Accounting, Payables, Receivables)
- Project manage CIP projects/renovations (timeline, costs/expenses)

Clerk Typist II

01/16/1990 – 02/19/1999

- Patient Access – registration
- Cashiering
- Receptionist duties – PBX, filing, typing

Education

General Clerical

University of Hawaii/Hawaii Community College

Hilo, HI