

ROBERT SMITH

Jr. Assistant Business Office Manager

E-mail: info@qwikresumc.com

Phone: (0123)-456-789

SUMMARY

To oversees all purchasing, accounts payable, inventory, fixed asset, vehicle management, contract, grants, accounts receivable, and federal funds for the entire agency. Monitors expenditures to ensure compliance with budget appropriation.

SKILLS

Office Management, Payroll, Human Resources.

WORK EXPERIENCE

Jr. Assistant Business Office Manager

ABC Corporation - 2012 – 2017

- Provided High-level leadership and direct Management to 25 direct reports/employees as the Manager, which included 4 Supervisors and support staff.
- Implemented Customer Service initiatives for direct reports in order to gain customer satisfaction and repeat business.
- Prepared month-end contractual AR reserves to CFO and assisted with financial AR performance explanations and narratives to corporate offices on a monthly, quarterly and annual basis.
- Worked closely with Finance Team in properly preparing the hospitals monthly financials to Corporate Offices.
- Adhered to Corporate policies and procedures within the Business Office Department structure.
- Complied and assisted Business Office Director with budgetary constraints for Business Office departments.
- Provided high-level AR reports and analysis to CFO and regional offices daily related to volume, gross charges, net revenue, cost analysis, physician referrals, etc.

Assistant Business Office Manager

Delta Corporation - 2014 – 2016

- Collect daily census Submit therapy billing to Medicare, Medicaid, and Insurance Collect on outstanding insurance claims Follow up on outstanding .
- Admitting, billing and collections Accounts payable Assisted in implementing a bank loan program for collection of out-of-pocket expenses and .
- Assist in the business office in a support capacity within the facility.
- Include, but are not limited to; resident trust accounts, petty cash, collect payment for private pay residents, bill Tennessee Medicaid, process .
- Payroll and timekeeping for both hourly and salaried employees Handled all on-line bank transfers, 401 k and benefits Maintained tax records per .
- Guided families during and after transfer of loved ones Interviewed families to determine eligibility for the senior community Researched and .

- Assistant Business office Manager with Daily Census input Work with admissions to run HIQAs and verify insurance upon admissions Bill Medicaid each .

SCHOLASTICS

- Business Administration/Accounting - 1989(California Polytechnic University - Los Angeles, CA)