

TEACHER

Accomplishments

- Monitor school districts in delinquent status and recommend warrants to withhold state funds administered by the Texas Education Agency with an effort to collect outstanding dues
- Selected to be a TRS innovative committee member in 2015 for the purpose of improving business processes and increase productivity. Upon completion, management has recognized the participating members for the project's outstanding results, time and effort
- Rewarded for outstanding performance in 2015 for the handling of numerous issues TRS faced throughout the implementation of a new Health Care vendor responsible to handle the billing, eligibility, and health insurance enrollment to more than 500K members
- Awarded with a monetary raise after successful completion of my Bachelors degree program
- Reconcile statement of accounts including researching any outstanding invoices, and resolve existing discrepancies in order to avoid unwanted payment delays
- Recognized for work ethics, great customer service skills, and involvement as a team player

Experience

TEACHER

March 2013 to Current Company Name

- Senior Accountant
- Responsible for auditing the third party vendor's health insurance billing generated for participating school districts within the entire state of Texas.
- Monitor school districts in delinquent status and recommend warrants to withhold state funds administered by the Texas Education Agency with an effort to collect outstanding dues.
- Prepare a monthly analysis to detect any underlying billing issues provided by our third party vendor and recommend solutions to repair and prevent future billing issues.
- Compile a monthly Accounts Receivable reconciliation report to ensure revenue and expense transactions have been accurately recorded before presenting it to senior management.
- Provide assistance to school district's officials in relation to State Regulations, Health Coverage Plans, and Texas Legislative decisions.
- Resolve and make a determination for retroactive credit requests received from school districts that involve complex research and billing audits.
- Review and approve third party vendor invoices for contract compliance accuracy.
- Reconcile budget reports to reflect internal accounting expenses ensuring that fund distributions were accurately recorded.
- Adjust monthly annuity disbursements belonging to TRS Retirees that have erroneously underpaid for their Health Insurance premium.
- Approve check refund distributions to TRS Retirees that have made overpayments on their Health Insurance premium.
- Research and compile annual ad-hoc reports that include the Affordable Care Act fee versus our Health Insurance costs to decide on future premium rates.
- Compile current year accounting data to generate the Comprehensive Annual Financial Report (CAFR).
- Knowledge of state laws related to health care and insurance programs, retiree health care benefits, and financial and accounting regulations. Accomplishments
- Selected to be a TRS innovative committee member in 2015 for the purpose of improving business processes and increase productivity. Upon completion, management has recognized the participating members for the project's outstanding results, time and effort.
- Recovered overpaid costs owed to TRS from vendors that totaled to more than \$5M for the 2009-2014 fiscal years by conducting an audit of previously billed invoices and detecting findings of overbilled rates that weren't in compliance with the contract's terms.
- Increased productivity by 30% as the lead Accountant for the Accounts Receivable area by implementing an automated email collection system that generates an email to more than 100 entities that are in unpaid status.
- Rewarded for outstanding performance in 2015 for the handling of numerous issues TRS faced throughout the implementation of a new Health Care vendor responsible to handle the billing, eligibility, and health insurance enrollment to more than 500K members.

- Recovered implementation expenses that incurred during the new healthcare vendor transition for more than \$83K under the "transition allowance provision" found on the contract.
- Awarded with a monetary raise after successful completion of my Bachelors degree program.

Administrative Assistant

June 2007 to March 2013 Company Name

- Utilize financial software to generate payment documents such as purchase orders, delivery orders, requisitions, travel advances, and other general accounting documents.
- Process payments through the City of Austin credit card system, including the reconciling of processed credit card transactions and ensure the usage of correct funding and codes.
- Reconcile statement of accounts including researching any outstanding invoices, and resolve existing discrepancies in order to avoid unwanted payment delays.
- Analyze dollar balances and time remaining on existing contracts and make recommendations for extensions or dollar increases.
- Monitor contract performance such as the delivery of services or goods by enforcing the supply chain and ensuring that the billing is in compliance with the contract's terms.
- Authorized to record all city-owned capital items distributed within the department that are considered to be fixed assets and require identification tags to facilitate control and accountability.
- Assist the budget team with the itemizing of expenses, revenue, and plan of operations for the given period during the fiscal year in order to maintain accurate reports including the data entry that is required utilizing the ECombs software.
- Knowledge of City practices, purchasing policies and procedures, and Accounts Payable regulations.
- Responsible for the distribution of petty cash and performing monthly petty cash audits for all internal custodians in the department, ensuring that policy and procedures are enforced.
- Maintain financial information, records, and electronic files in accordance to the City of Austin Records Retention policies and procedures.
- Maintain a good working relationship with other city employees and the general public providing excellent customer service skills.
- Appointed to participate as an interviewer to better evaluate potential hires for the department of Aviation. Accomplishments
- Sponsored by the department of Aviation's Executive Assistant Director, Dave Arthur to participate in the competitive Power Pipeline Leadership Conference in Dallas, TX to represent the City of Austin. This conference gave me insights in career development and leadership planning.
- Proposed a paperless system within the department and have completed the "Keeping it Green" project. Once implemented, using the ProCard for processing electronic invoices and E-statements received from vendors we expect to reduce the amount of time and money spent on a daily basis.
- Successfully attained funding for the overdue maintenance and repair of the airport elevators and escalators regardless that the purchasing deadlines for the fiscal year had expired.
- Demonstrated my keen ability to work with cross-functional teams this fiscal year by helping the short-staffed budgeting team compile the expenditures for the entire Aviation Department.
- Processed accounts payable documents, and other general accounting transactions.
- Assisted attorneys and the general staff with necessary courthouse filings and legal documents from external locations that needed to be delivered or picked up.
- Performed daily receptionist duties by assisting internal and external customers regarding law operations and procedures as well as coordinating scheduled meetings for the department's staff.
- Maintained record retention in accordance with the City of Austin Records Retention policies and procedures. Accomplishments
- Gained knowledge in different financial areas such as purchasing, accounts payable, and accounts receivable.
- Developed a database to record incoming invoices and the disbursement of payment to vendors to eliminate duplicate payments.
- Recognized for work ethics, great customer service skills, and involvement as a team player.

Specialist Program Technician

December 2005 to April 2006 Company Name

- Performed data entry of enrollment applications for child Medicaid assistance, and affordable Children's health insurance (CHIP).
- Oversaw the application processing queues in the Specialty Programs Work Group, ensuring the quotas were met on a daily basis.
- Reviewed all incoming applications and data entered into the eligibility database and settled discrepancies found in all stages of the process. Accomplishments
- Appointed to Assistant Supervisor after 3 months from hire date due to quota exceeds that resulted in more than 1500 children enrolled in the health coverage statewide.

Accounting Clerk

July 2002 to October 2005 Company Name

- Assigned to the Accounts Receivable area to assist in creating invoices and statements, as well as monitoring account balances.
- Prepared cash balance reports and ensured that bank deposits were accurately recorded.
- Assisted with Accounts Payable processes such as purchase order requests, and the payment process of incoming invoices.
- Monitored departmental budget utilizing balance spreadsheets that itemized expenditures, income, and estimation for future projects. Accomplishments
- Developed knowledge in both areas of Accounts Receivable and Accounts Payable.
- Saved the department money despite the short-handed status in staff and budget fall for over a year with assisting in both Accounts Receivable and Accounts Payable.

Education

Bachelors of Arts : Business Administration CONCORDIA UNIVERSITY - City , State , US
CONCORDIA UNIVERSITY, AUSTIN, TEXAS Bachelors of Arts in Business Administration,
January 2012 to December 2014

Associates of Arts : Business Administration AMERICAN INTERCONTINENTAL UNIVERSITY -
City , State , US AMERICAN INTERCONTINENTAL UNIVERSITY, ILLINOIS Associates of Arts in
Business Administration, November 2010 to December 2011 EAGLE PASS HIGH SCHOOL,
EAGLE PASS, TEXAS

High School Diploma High School Diploma, May 1998

Professional Affiliations

MAXIMUS, TEXAS ACCESS ALLIANCE to

Skills

Accounting, Credit, Invoices, Budget, Accounts Payable, Cash, Of Accounts, Accountant, Audits, Billing, Buying/procurement, Customer Service, General Accounting, Operations, Payments, Purchasing, Receptionist, Retail Sales, Accounts Receivable, Basis, Data Entry, Assistant Director, Associate, Aviation, Budgeting, Career Development, Contracts, Credit Card, Excellent Customer Service Skills, Executive Assistant, Fixed Assets, Maintenance, Pipeline, Purchase Orders, Reconciling, Supply Chain, The Accounts, Clerk, Estimation, Finance, With Accounts, And Accounting, Audit, Auditing, Benefits, Collection, Financial Report, Healthcare, Increase, Insurance Billing, Reconciliation, Solutions, Database, Administrative Assistant, Disbursement, Filings, Great Customer Service Skills, Legal Documents, Team Player, Medicaid, Quota