

ANDREW MCGHIE

Richmond, Virginia

Cell: 804.200.2897

andrewcmcghe@gmail.com

SKILLS

Proficiency in Reuters Elite accounting software, ARCs reporting, various legal eBilling websites, lockbox management, creation of creating linkages for sales and packages for POS systems, tax and pricing and inventory, analysis of data for forecasting of budgets, staffing and purchasing of inventory. ConnectCare and various insurance databases. Accounting principles. Microsoft Office, NetSuite, QNXT, and Apple OS proficiency.

EXPERIENCE

Affinion Group

Richmond, VA

Accounting Analyst

Maintain relationships with banks and clients, resolving any unsettled or disputed transactions. Fulfill audit requests by compiling supporting documentation for recorded revenue/cash receipt and respond to follow-up questions. Review daily bank activity, ensuring all transactions are properly recorded in the Oracle eBusiness Suite Financial System. Review and reconcile any unapplied cash balances, unsettled billing transactions, with a focus on any unusual or significant transactions as well. Reconcile statement activity from third party billing providers, with a focus on impact to cash applications. Perform SOX control testing and develop an understanding of department controls, determining how to obtain evidence of such controls and determining if such controls are operating effectively. Assist supervisor with other duties as assigned.

Virginia Health Premier

Richmond, VA

Cash Application Specialist

Post and apply multiple deposits for member payments such as lockbox, SSA payments, ACH and credit card payments. Research and resolve payment discrepancies. Research and resolve unapplied cash payments and communicate to Billing Department Balance cash to general ledger. Verify all transactions comply with financial policies and procedures. Prepare journal entries and assist with month-end closing. Generate documentation for refund checks. Research credit card disputed items and communicate to Billing Department. Make corporate deposits daily

Hunton Andrews Kirth

Richmond, VA

Client Matter Coordinator

Generates and distributes prebills to matter managers on both a scheduled and on-demand basis. Revises prebills in accordance with matter manager instructions, posts changes to the financial. Ensures that all requests and instructions encompassing client billing are consistent with established policies, guidelines and ethical standards. Assists billing lawyers with collections activity as required, including preparation of reports and analysis. Monitors budgeting and billing matters, as appropriate, relating to the client relationship and maintains regular contact with the client's administrative staff to develop framework for maintaining up-to-date information on service activity for client.

LeClairRyan

Richmond, VA

Billing Specialist

Manage the firm's cost recovery system including maintaining vendor relationships and automating of vendor invoices. Troubleshoot issues related to eBilling submissions, monitor and analyze client rejections and deductions to seek internal process improvements for better billing practices. Maintain setups for eBilled clients to include review of client billing guidelines, third party and internal system set ups, internal master file set-ups, timekeeper integration, timely processing of bills. Maintain the firm's master matter files specifically new insurance, trademark, and IP matters. Assist with client collections, aging reports, client and timekeeper specific account analysis.

SNAGAJOB

Richmond, VA

Finance Team Member

Daily reconciliation of company lockbox, account review and status reporting, preparation of reports for monthly and quarterly finance and departmental meetings; monthly p4p billing with contract review and approval authority; budget/revenue forecasting. Account collections, completing expense reports and review with Controller of company. Assisted in completion of monthly revenue cycles.

NORFOLK WIRE

Richmond, VA

Accounts Receivable Clerk

Responsible for the daily billing of customers' orders at the Richmond branch, and fielding customer and branch manager account inquiries with the corporation's eleven branches; receipt and processing of invoices, daily processing of payments received via Lockbox and credit cards; maintain current customer accounts, including approvals for orders on hold and payment arrangements for terms of repayment; setting up new customer accounts; review and process all tickets and returns of all branches daily; delinquent account collections.

BTF3

Richmond, VA

Manager of Operations

Troubleshooting the daily needs of day to day operations including coordinating building maintenance, staffing, hiring, training, accounts payable and account receivable, scheduling, and accounting. Responsible for both opening and closing the club, inventory oversight and cost control, preparation of deposits, daily accounting for the corporate office, night close out and batching of credit cards for processing, preparation of daily reports for the corporate office.

BON SECOURS

Richmond, VA

Coordination of Care Representative

Liaison amongst patients, medical facilities, and private medical practices. Assisted in coordinating appointments ranging from sleep studies to outpatient procedures. Verified that all communication between patient and provider was legal under HIPAA Federal Law.

EDUCATION

Virginia Commonwealth University, Richmond, VA

Business and Public Relations

