

Miranda Lipscomb

San Antonio, TX ♦ (210) 000-9999 ♦ draftresume@gmail.com

Skills Summary

- ♦ Proficient in Simple LTC
- ♦ PointClickCare
- ♦ Proficient in Microsoft Office
- ♦ Matrixcare
- ♦ Quickbooks
- ♦ Strong problem-solving
- ♦ Great attention to detail
- ♦ Excellent communication skills

Professional Experience

ACCOUNTANT – CODING BOOTCAMP OCTOBER 2008 – CURRENT

- ♦ Served as the lead accountant, overseeing all accounting operations and ensuring adherence to financial policies and procedures
- ♦ Processed and managed an average of 200 invoices per month, ensuring accurate and timely payment.
- ♦ Ensured effective cash flow management through the processing of accounts payable (A/P) invoices, general ledger (GL) entries, accounts receivable (A/R) reconciliation, and bank reconciliations
- ♦ Ensured accuracy of accounts to include the management and post trust fund entries
- ♦ Oversaw expense management for company credit cards
- ♦ Prepared detailed financial reports and financial statements for management review
- ♦ Managed semi-quarterly audit preparations, including financial statement preparation, month-end close, and account reconciliation
- ♦ Managed cash flow and conducted expense management to maintain financial stability
- ♦ Performed account reconciliation and managed general ledger activities to ensure accurate financial records
- ♦ Prepare and process 1099-Misc. forms, miscellaneous deposits for accounts receivable (A/R) and monthly financial statements

ACCOUNTING CLERK - WELLMED SEPTEMBER 2005 – OCTOBER 2008

- ♦ Bank Reconciliations for 4 different entities
- ♦ Daily cash deposits
- ♦ Assist other accounts as needed

SECRETARY SEPT 2003 – JUNE 2005