

# LATOYA NEWMAN

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## Objective

To obtain a career-oriented position in a professional environment with the opportunity to utilize my creativity and past experiences, and provide opportunity for growth and advancement.

## Experience

### **Financial Director/ Business Office Manager**

11-2007 to Present      **Moraine Court SLF**      Bridgeview, IL

- Handle all financial transactions and recordkeeping
- Responsible for keeping the board informed about the finances of the company.
- Perform months reconciliation of bank statements
- Responsible for developing and maintaining sound financial practices.
- Manage accounts receivable, accounts payable, payroll and receptionist staff
- New Hire Orientations, Run Background Check on Employees and Residents
- Audit accounts, perform adjustments, approve delinquent accounts to send to the attorney after all collections attempts have been exhausted, and approve all write-offs.
- Complete month-end closing process and balancing for accounts receivable.
- Ensure census is updated with all changes on a daily basis, post payments and prepare the bank deposit.
- Responsible for coordinating and managing office functions including census development and community relations
  - Coordinates tour, application, and sales process with customers and families
  - Assist residents and family member with Medicaid and Medicare application
  - Oversees the preadmission screening and resident admission process to assure required documentation is completed in a timely manner and in accordance with established policy and procedure.
  - Manage the employee performance process, including administering disciplinary actions as necessary.
  - Prepares daily, weekly, and monthly reports as required by company policy or federal/state guidelines. This includes payroll, occupancy, budget variance, and monitors expenses on a regular basis and prepares monthly variance reports.
  - Carry out all other tasks and responsibilities of a financial Director

### **Admissions Director / Business Office Manager**

10-2003 to 11-2007      **Park House Mental Facility**      Chicago, IL

- Manage Accounts Receivable, Accounts Payable, Audit Patients Accounts
- Approve delinquent accounts to send to the attorney after all collections attempt have been exhausted, Marketing to different Hospital
- Knowledge of ICD-9 CM Coding, Insurance Verification
- Manage Residents Trust Funds accounts, Post payments, Bookkeeping
- Cash posting, Bank deposit
- Complete month-end closing process and balancing for patients accounts
- Apply for Medicaid and Medicare for long term residents with little or no money to pay for SNF stay, Update IDPA pending list, Request for residents medical records
- Make sure all denials or requests for additional information are processed
- Development of new mental residents admission packages for IDPA, Reviewing and filling Social Security Application
- Maintaining / Organizing employee information files, Distributing employee payroll
- Distributing mail, Filling and Copying important documents, Notary Public

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LaToya Newman

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**Assistant Manager**

04-2000 to 10-2003

**Baymont Inn & Suites**

Calumet City, IL

- Assist guest with various problems, Provide quality customer services, Sales
- Scheduled guest reservations, Trained new employees on front desk producers
- Operated computerized cash register, Switchboard operator, Performed inventory
- A/R, Light payroll, data entry, system updates
- Maintain schedules for employees, and up keep of group contracts
- Outside marketing, Register guest in and out hotel

**Education****University Of Phoenix****Chicago, IL**

Present

Doctor of Business Administration

**University Of Phoenix****Chicago, IL**

2016 Master of Business Administration – Accountancy

**University Of Phoenix****Mokena, IL**

2012 Bachelor of Science – Accounting

**Walters Consulting, LLC****South Holland, IL**

2010 Certificate, Project Management Professional

**Midwest Vocational College****Dolton, IL**

2005 License Certified Medical Billing &amp; Coding Specialist

**College Of Du Page****Du page, IL**

2006 Long term Administrator Courses

**Thornridge High School****Dolton, IL**

1995 to 1999 Diploma

**Expertise**

Proficient in QuickBooks, Yardi, Point Click Care, and Microsoft Office products including Excel, word and power point. I have a high degree of accuracy and attention to detail with the capacity to detect errors. Excellent time-management skills with the ability to prioritize multiple tasks and responsibilities while meeting deadlines. I have over 10 years of experience processing payroll, accounts payable, accounts receivable, cash receipt functions, reconciles general ledger reports, and preparing financial statements for senior management. I Possess strong organizational and oral communication skills

**References**

References are available on request.