

Vincent Latten Sr

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Columbia, SC 2920

Qualification Summary

- Over 15+ years of experience in organizing and directing accounting departments, system reviews and financial reporting and analysis for private and government organizations.
- Strong accounting management skills with extensive knowledge in statistical processes.
- Exceptional interpersonal and communications skills

Education

North Carolina A & T State University Greensboro, NC

Bachelor of Science Major Accounting

Experience

Accounting Manager, Eldercare EOP.

2016-present

- Monitor weekly balances for all business transactions to ensure properly funding available to make timely payments.
- Managed, review and evaluated all function of cash functions (accounts payable and receivable).
- Managed, monitored, and reviewed preparation of all financial reports.
- Ensured timely payments to suppliers and vendors.
- Managed, monitored, and reviewed all accounting functions.
- Prepares and assist all general ledger activity.

Accounting Supervisor, Palmetto GBA (Medicare Contractor) (Contract ended)

2013-2015

- Managed, monitored, and reviewed preparation of all Medicare financial reports.
- Managed, monitored and reviewed all Medicare deposits and reconciliation (Over \$120 million)
- Supervised and evaluated employee performance (Staff of 2 accountants and 4 technicians)
- Monitored and maintained Access database for daily check receipt process.
- Utilized Data retrieval and comparison with DB2 and Excel for monthly reporting

Accounting Supervisor, Palmetto GBA (Medicare Contractor).

2008-2013

- Managed, review, and evaluated all function of cash disbursements and 1099 reporting.
- Ensured timely payments to Medicare providers and beneficiaries (Over \$3 Billion annually)
- Managed, monitored, and reviewed preparation of all Medicare financial reports.
- Develop and implements training for A/P staff
- Post and review all electronic payments
- Supervised and evaluated employee performance (Staff of 2 accountants and 4 technicians)

Accounting Supervisor, Palmetto GBA (Medicare Contractor).

1999-2008

- Monitor weekly balances for Letter of Credit for eleven (11) lines of Medicare business to ensure properly funding available to make timely payments
- Monitor weekly balances for all business transactions to ensure properly funding available to make timely payments.
- Utilized Data retrieval and comparison with DB2 and Excel for monthly reporting
- Supervised and evaluated employee performance (Staff of 2 accountants and 4 technicians)

Financial Analyst III SC Department of Health and Human Services

1997-1999

- Monitored weekly balance report of all agency grant and cash status information.
- Balance and prepared quarterly Medicaid Program Budget reports (\$600 Million)
- Evaluated the administration and effectiveness of Medicaid Program Budget to ensure proper utilization
- Developed programmatic status reports to adhere to Medicaid guidelines for compliance
- Formulated comparative analysis on all grant activity and cash status information
- Utilized Data retrieval and comparison with DB2 and Excel for monthly reporting.

Accounting Supervisor SC Department of Health and Human Services

1992-1997

- Administered timely processing of all agency accounts receivables
- Updated receivable billing procedures
- Coordinated alternative collection practices
- Established internal control for agency receipt process
- Monitored and maintained Access database for daily check receipt process

Auditor Blue Cross and Blue Shield of South Carolina

1992-1992

- Audited Home Health Agencies for Medicare Compliance
- Appraised and reviewed financial statements
- Drafted recommendation based on audit findings
- Performed desk audits on cost reports to identify area(s) of concentration for field audits

Technical Skills & Software

Microsoft Office (Word, Excel, Access, Outlook)

Oracle Accounting System

Memberships: Association of Certified Fraud Examiners

References : Available Upon Request

