

CARLYNA ALLARD, MBA
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SUMMARY OF QUALIFICATIONS

Highly organized and detail-focused Accountant & Financial Manager with an exceptional track record of accurately handling financial reporting in deadline-oriented environments producing exceptional results in a fast-paced environment.

- Pursuing Certified Public Accountant (CPA) designation.
- Skilled in all aspects of recording transactions, posting debits and credits, reconciling accounts, and ensuring accuracy and completeness of data.
- Expertise in developing and delivering monthly, quarterly, and annual financial statements for management within tight deadlines.
- Proficiency in managing accounts payable and accounts receivable, generating invoices and monthly statements for clients.
- Proven ability to identify and implement improvements to streamline processes and increase efficiency and productivity.
- Excellent administrative and office skills to include HR, benefits administration and property management
- Supported a significant increase in productivity levels by streamlining accounting processes.
- Prepared and delivered to management, under extremely quick turnaround timelines, accurate monthly, quarterly, and annual financial statements.
- Proven track record in improving revenue through patient collections

Skill Proficiencies

Excellent computer skills; proficient with Microsoft Word, Microsoft Excel, MAS 200, MRI, Microsoft Dynamics, Oracle GL, PeopleSoft, Net Suite, OpenAir, Sage 100, Lawson, Navision, OnBase, Healthland Hospital software and QuickBooks, able to learn proprietary systems/applications quickly and easily.

EDUCATION

MBA, Accounting & Finance -2010

- American InterContinental University - Atlanta, GA

BA, Business Administration - 2006

- University of the Virgin Islands - St. Croix, Virgin Islands

AA, Business Management- 1998

- University of the Virgin Islands - St. Croix, Virgin Islands

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PROFESSIONAL EXPERIENCE

**FRG/One Cura Wellness (Physician's Hospital of
Anadarko & Stroud Medical Center) – Dallas, TX**
Senior Accountant

11/2016-Present

- Responsible for the preparation of financial statements
- Oversea Accounts Payable & Receivable
- Patient Billing and Refunds
- Collections has increased by 25% every month
- Balance Sheet Reconciliations
- Resolve discrepancies and research problems
- Supervised Payroll Coordinator

Picture People (Consultant) – Dallas, TX
Senior Accountant/Inventory Accountant

02/2015-09/2016

- Handled Month End Close for Inventory
- Managed Inventory Process
- Managed Receiving Process
- Handled Inventory Reconciliations
- Managed AP Process
- Reconciled Complex Accounts

**Catholic Health Initiatives (Management of Multiple
Large and Rural Hospitals) Denver, CO**
Senior Enterprise Grant Accountant

01/13-02/2014

- Set-up grants in Lawson accounting system.
- Reviewed and analyzed contracts for period of performance, budgets and adherence to grants from federal, local, state, community, foundation and internal CHI.
- Responsible for month-end close process.
- Communicated with external entities to correctly record grant activity.
- Revenue recognition and audit of grants for compliance.
- Recorded journal entries as needed.
- Responsible for Federal and State reporting, monthly and annually

Children's Diabetes Foundation

9/2010 - 12/2012

Accounting Manager

- Managed all financial transactions, posting debits and credits, producing financial statements, and recording all transactions.
- Managed the accounting department.
- Budget preparation.
- Tax returns/ Tax Compliance
- Account reconciliations.
- Processed bi-weekly and monthly payroll.
- Made bank deposits.
- Processed receivables through PayPal and other avenues.
- Handled special projects and ad-hoc reporting.
- Responsible for financial statements and reporting.
- Significantly increased collectibles by 50% of outstanding invoices in a 2 month period
- Coordinated employee benefits to include insurance, retirement and bonuses.

Miller Global Properties- Denver, CO**02/2014-08/2014*****AP Supervisor (Consultant)***

- Managed the accounts payable department.
- Coordinated the processing of multi-entity invoices.
- Process thousands of invoices monthly.
- Improved processes.
- Coordinated with CFO, and Controller to pay bills in a timely manner.
- Assisted in month end close.
- Trained new personnel.
- Interfaced with property accountants to ensure invoices were properly coded and entered into MRI for payment.
- Supervised AP Accountant

Consulting Engagements - Anchorage, Alaska**2007 - 2010****Denali-The Alaska Gas Pipeline (A Conoco-Phillips & BP Company)*****Accounts Payable Analyst***

- Set-up and managed Accounts Payable Department.
- Set policies and procedures.
- Process multi-million dollar invoices, code and assign Internal Orders.
- Attend meetings to set policies and guidelines.
- Instrumental in the set-up and processing of invoices in house.

ESS Support Services (Oil & Gas)***Senior Accountant/Accounting Manager***

- Oversaw accounting department and Staff.
- Made recommendations to increase overall efficiency of department.
- Reconciled payroll and general bank accounts.
- Audited payroll garnishments and reconciled balances.