

HEIDI J. ADDISON

633 S Taft St.
Lancaster, WI 53813

Heidikls34@gmail.com
(608) 330-1902

OBJECTIVE

To obtain a position that is both secure and challenging which allows me to utilize my organizational, financial, and communication skills to assist in the growth of your company.

EDUCATION

University of Wisconsin-Whitewater
University of Wisconsin-Platteville
Major: Business Administration
Emphasis: Finance
Minor: Accounting

Fall of 2012
Graduate: December 2015

WORK EXPERIENCE

Billing Coordinator-Family Medical Center-Lancaster, WI

June 2018-Present

- Followed up with insurance companies on claims
- Manually entered in daily labs to bill out in health care system
- Helped out with registration when needed
- Assisted patients with billing inquiries
- Entered in insurance payments and patient payments
- Performed daily bank deposits and scanned in checks
- Created daily journal entries in QuickBooks
- Reconciled bank accounts in QuickBooks
- Filed quarterly payroll tax forms when QuickBooks was used
- Experienced in processing payroll in QuickBooks & ADP

Insurance Follow-Up/ Accounts Receivable Specialist-Grant Regional Health Center-Lancaster, WI Aug. 2017-June 2018

- Discussed billing inquiries with patients and took payments
- Followed up with insurance companies on claims
- Trained on daily deposit for hospital and clinic
- Completed reports for hospital
- Initiated patient refunds
- Practiced confidentiality on a daily basis to protect patient information
- Assisted with other tasks as assigned

Office Assistant II-Grant County Information Technology/Treasurer's Office-Lancaster, WI

March 2017-Aug. 2017

- Entered property tax payments into GCS
- Entered/committed multiple cash receipting in Springbrook
- Looked over and approved timesheets
- Assisted customers with inquiries
- Entered invoices weekly into Springbrook

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Deputy Treasurer/Summer Recreation Coordinator- Lancaster City Hall – Lancaster, WI

April 2015-March 2017

- Performed Bank Reconciliation in Caselle & Excel
- Utilized Caselle to enter and process payroll
- Trained in all portions of accounts payable process
- Reported all payroll deductions to the State/other related organizations
- Entered water utility payments/other accounts receivables into Caselle when received
- Counted and made multiple bank deposits
- Trained in W-9/1099 process
- Assisted with projects in any department when needed or asked
- Communicated with parents to organize Summer Recreation registration forms
- Entered & reconciled property taxes/dog licenses when received