

# James Weaver

Camillus, NY 13031

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(607) 237-5327

To obtain a position with a reputable organization that will allow me to utilize my educational background and prior experience while promoting career growth and development in a competitive and challenging environment.

Authorized to work in the US for any employer

## Work Experience

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### **Reimbursement Analyst**

SUNY Upstate Medical University - Syracuse, NY

October 2019 to Present

- Coordinate with the Organ Acquisition program all internal billing charges for transplant activities
- Coordinate with Department Directors and Campus Departments the collection of all statistical data to ensure that changes in the data are verified and accountable for audit
- Maintain the statistical and reimbursement data used in the Decision Support applications for the Institution.
- Participate in interdepartmental meetings on reimbursement related issues, third party and internal audits, and the annual Hospital audit.
- Updates and maintains individual job function procedures manual
- Establishes and maintains internal/external relationships with all hospital departments

### **Principal Account Clerk**

Broome County Probation Department - Binghamton, NY

March 2015 to October 2019

- Utilizes the Grant Management System to submit claims to the state for reimbursement
- Prepares budget reports for the Probation Director; collections and disbursements for various accounts
- Forecasts expenditures and revenues for the upcoming year
- Submits contracts for approval and monitors their progress over the term maintaining complete compliance with state and local laws and regulations
- Amends contracts/grants that may require any deviations from the original terms
- Supervises Broome County Restitution Unit; Responsible for the growth and professional development of two additional employees
- Reconciles monthly bank statements for issued restitution checks
- Resolves any issues that may arise regarding restitution checks to victims
- Ensure all restitution accounts are 100% accurate
- Part of team that implemented new Probation Tracking System, resolving any discrepancies along the way

### **Principal Account Clerk**

Broome County Department of Social Services - Binghamton, NY

September 2013 to March 2015

- Reconciled checks written and completed monthly reports for audit and control
- Prepared and submitted various monthly expenditures, including the Program Expenditure Report to senior and executive staff
- Completed payments by receiving, verifying, and processing invoices
- Worked independently and provided Fiscal Administrator with accurate and complete financial analysis
- Supervised workers on daily and monthly tasks; team completed all required tasks within specified timelines spearheading department effectiveness
- Ensured all evaluations were completed in a timely manner

## **Laborer**

MM Maintenance & Repair - Binghamton, NY

September 2007 to September 2013

- Maintained properties to ensure they were aesthetically pleasing
- Performed demolition projects for the restoration team
- Assisted workers with all phases of construction work
- Performed maintenance work on properties

COMPUTER All Microsoft Applications

## Education

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### **BS in Business Administration**

Winthrop University - Rock Hill, SC

August 2009

## Skills

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- Microsoft Excel
- Microsoft Word
- Microsoft Office
- Microsoft Powerpoint
- Data Entry
- Financial Analysis