|  |  |
| --- | --- |
| Almatine Cook  11011 Moultrie Avenue  Baton Rouge, LA 70817  225-603-5395  amcook53@att.net |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Almatine Cook  Areas of Practice   * Account Reconciliation * Accounts Payable * Accounts Receivable * Audit Remediation * Financial Reporting * General Ledger * Journal Entries * Month End Close * Payroll * Year End Close   Industries   * Healthcare * Transportation & Logistics * Health & Wellness   Computer Applications   * Oracle * Pharmacy Web * Webstar * Dynamics – Great Plains * Lawson * QuickBooks * OnBase * Microsoft Excel & Suite * Medical terminology and ICD-9/ICD-10, CPT, HCPCS   Education   * **University of Phoenix** – Master of Business Administration * **Grambling State University** – Bachelor of Science, Accounting |  | Over thirty years of professional experience with Accounting Principles, Account Reconciliation, Accounts Payable, Accounts Receivable, Audit Remediation, Financial Reporting, General Ledger, Journal Entries, Month End Close, Payroll, and Year End Close  Professional Experience   |  |  | | --- | --- | | **UNO Medicaid Technical Services** | **Drug Rebate Reconciliation Specialist**  **April 2019-present** | | * Receive, review & enter rebate checks and invoices daily. * Reconcile and ensure the accuracy of rebate payments from labelers and providers. * Provide clerical and administrative services to effectively ensure timely entry of payments; * Research any variances in payment and work with the coordinate on resolution of payment issues in a timely manner. * Work with rebate coordinators regarding any outstanding issues or discrepancies. * Run a balance report after completion of each payment to ensure accuracy and submission of ARAB-11 Record of Remittance to the PIVs for monthly reports. * Work and interact effectively and positively with other staff members to build and enhance teamwork in the department. * Performed other duties as assigned by the department coordinator. * Maintains understanding of State and Federal guidelines. | | | **Ochsner Health Systems** | **Payables Analyst**  **March 2016-March 2019** | |  |  | | * Receive and review electronic invoices (EDI) from various vendors * Process invoices received within three working days of receipt * Perform daily batching, records and conducts data entry of invoices * Verify invoices to corresponding receiving and purchase order documents * Verify taxes and freight charges within predetermined guidelines * Review and reconcile vendor statements * Monitor and resolve errors and corrections related to electronic invoices * Create, modify and update spreadsheets when needed * Review and process credit memos and rebills * Complete special projects as assigned by department leadership * Participates in quality improvement initiatives to improve work processes and customer satisfaction. * Review, assemble, input, and supervise credit card statements, employee expenditure records and incoming bills for the required documentation before payment is made * Ensure coding for the befitting expense accounts * Work together with account directors and heads of departments to obtain consent on appropriate expenses * Work as a connection between branch and corporate accounts units * Guarantee all vendor accounts are handled precisely and ensure accurate and complete information * Obtain and validate invoices for suitable authorization and documentation approval * Establish fresh vendor profiles and supervise accounts to guarantee payments are updated * Ensure good working relationship with vendors and acknowledge queries * Assist in opening and organizing mails, as well as handling and processing of emails for the accounts payable unit * Evaluate all invoices for suitable filing and consent before identifying inconsistencies and errors. | | | **International Shipholding Corporation** | **Bookkeeper**  **January 2012-March 2016** | | * Processed payment of employee expense claims and credit card accounts. * Payment processing of all invoices by way of Accounts Payable module within the accounting software system. * Responsible for matching and assembling documentation in preparation of payments from accounts. * Ensured that invoices for payment are valid in all respects including income tax and other taxation requirements. * Ensures correct authorization and evidence of receipt of goods and the existence of services before payment. * Performed monthly reconciliation of supplier statements to confirm that they agree with the organization records.  Follow up on reconciling items in a timely manner in conjunction with the Accounts Payable Specialist, Financial Accountant and/or Financial Accounting Supervisor. * Worked with parties in the Finance department for payment of invoices requiring prompt payment. * Liaises with Purchasing department and vendors to obtain correct vendor information for new and existing vendors. * Checks employee expense claims to ensure they are in accordance with company policy, are correctly approved and process for payment. * Processed employee advances/returns and expense claims. * Processes company credit card payments, ensuring appropriate authorization, coding and prompt payment. * Records and processes employee expense and credit card costs and performs reconciliation. * Assisted in ensuring that all accounts payable written procedures are accurate, correct, and updated as needed. * Performed any other duties assigned. | | |  | | | **Community Association for the Welfare of School Children** | **Grants Compliance Officer**  **June 1994-January 2012** | | * Assisted with writing grant applications on behalf of the agency * Developed and maintained grant application calendar for all grant requests * Researched grant opportunities for education and outreach departments * Developed grant administration policies and procedures in accordance with state, local, and federal regulations * Performed various administrative functions such as billings, budget amendments, plan change, program evaluation, etc. * Ensured accurate and timely preparation of grant billings and reports reviewed and approved by the Director. * Created and maintained appropriate spreadsheets and documentation to support grant expenses for submission to state and federal agencies * Continuously monitored grant budgets and expenditures to ensure programs meet their targeted goals * Monitored program goals and monthly performance * Communicated grant information all other appropriate internal users * Check reports, records, ledgers, and other documents against invoices, receipts, payroll slips, and other source documents * Verified appropriateness of charges for salaries and program supplies and assure transactions are properly recorded * Reported contract assignments regarding activities outlined by governmental grants to the agency * Prepared written and statistical reports when requested. | | |