Gina Knecht

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SUMMARY

Detail-oriented and motivated individual with 5 years of experience in the accounting field. A positive team player with the ability to thrive independently as well. Familiar with financial reconciliations, general ledgers, and regulatory reporting.

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EDUCATION

**Strayer University**, Bensalem PA

**Bachelor of Science in Accounting**, 2018

PROFESSIONAL EXPERIENCE

**St. Mary Rehabilitation Hospital,** Langhorne PA

*Staff Accountant* (February 2019 – Present)

* Perform accounting functions including accounts payable, accounts receivable, bank

reconciliations and other account reconciliations, journal entries, payroll, month end close.

* Participate in and assist with audits to capture lost charges and determine the accuracy of billing as

necessary.

* Maximize the collection of medical service payments and reimbursements from patients, insurance

carriers, and other sources of payment. Proactively identify, communicate, and establish processes to mitigate any risks to the revenue cycle process.

* Utilize Microsoft Office, Meditech, SAP, Kronos, web based tools and other available resources to facilitate providing reports for executive team and insurance companies with required information.

**Rothman Orthopaedic Specialty Hospital**, Bensalem, PA

*Accounts Payable Clerk* (March 2014 – October 2017)

* Managed the timely, accurate processing of invoices, purchase orders, expense reports, and credit memos.
* Assisted corporate accountant with month end closing and worked closely with auditors during biannual audits.
* Managed reporting of daily revenue and maintained petty cash.