**Kenyatta Woodard** 1215 Woodbridge Dr., Clarksville, TN 37042 (901) 552-8845

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OBJECTIVE

To secure a challenging career position in accounting with a progressive organization

providing opportunities for advancement.

QUALIFICATIONS

* Extensive computer training in Excel, Microsoft Word, AS400, Great Plains Dynamics, ADP, Cobra Banker, Flex, Artiva, Host, Carrs, Meditech, CRT, NCIC/TIES/NLETS, Agency T.A.C for NCIC, Adult First Aid/CPR/AED.
* Competence in various accounting aspects: financial statement preparation and reporting, G/L, A/P, A/R, and Payroll. H/R duties, process new hires.
* Proven written and oral communications.
* Strong attention to detail and ability to meet deadlines, time management.
* Adaptable to new concepts and leadership skills.

BUSINESS EXPERIENCE

**Shiloh Industries Nov 2019**

**Accounts Payable Analyst Clarksville, TN**

* Prepare, analyze and report weekly, monthly, and quarterly gross margin analysis by customer type.
* Assist in month end closing, prepare journal entries as necessary, analyze inventory evaluation, inventory roll forward.
* Plan, study, and collect data to determine cost of business activity such as raw material, purchases, inventory and labor.
* Prepare detailed account analysis and reconcile sales, cost and inventory and liability accounts by customer type & division.
* Review and analyze inventory and margin reports, conduct research and perform analytical studies in regard to cost analyses and profitability.
* Make routine entries in accounting system; maintain Cost Accounting system; maintain internal control documentation and test internal controls.
* Establish fresh vendor profiles and supervise accounts to guarantee payments are updated
* Ensure good working relationship with vendors and acknowledge queries
* Analyzes manufacturing costs and prepares periodic reports comparing standard costs to actual production costs; provide various reports to management.
* Coordinate with various departments within the company including IT, accounts payable, accounts receivable, receiving, shipping, production, purchasing and others.

**HCA/Parallon Jan 2019 –Sept 2019**

**Bill Audit Coordinator Nashville, TN**

* Analyze and approve audit received from payers
* Maintain tracking of audits and coordinate obtaining the medical record for auditor to perform on-site audits
* Interact and coordinates handoffs of audit between responsible SSC departments for insurance charge audit reviews, appeals, rebuttals.
* Maintain statistical data as required
* Communicate approved and denied insurance defense audits

**TN Dept. of Corrections Jan 2016 –Aug 2018**

**Correctional Corporal- STG Nashville, TN**

* Conducts housing unit and cell inspections for contraband, safety, security, and sanitation, drug screening, monitoring all STG incidents/disciplinary reports.
* Supervise Prison Count Room, oversee schedule daily transportation of inmates to/from work sites, outside appointment. Daily bed count for inmates intake/release, ensure proper gate passes, scheduled formal counts, communicate with other agencies. Transmit all daily movement with central office of TDOC.
* Maintains inmate discipline and order. Stops violence to ensure safety and security of operations. Prosecutes inmates who commit crime while incarcerated.
* Establish procedures for identification, confirmation, & tracking of inmate affiliated with security threat groups through the collection of valid, credible intelligence with regard to security threat group (STG) activity for use by outside criminal agencies.
* Process all NCIC (National Crime Information Center) request for TDOC employee annual checks; new hires; contractors; volunteers. Process finger prints results on TAPS. Enter warrants for BOP; monthly validations in TBI’s CJIS.

**HCA/Parallon Business Solutions 2015 - 2016**

**Treasury Specialist Nashville, TN**

* Process regular lockbox payments, ACH and electronic payments.
* Process returned payments ACH, Virtual Credit Cards, and Checks.
* Assist in preparation of account reconciliations, journal entry files, and required documentation.
* Maintain a stated cash application accuracy rate and turnaround time, assigned by Cash Management Manger.
* Support the planning and process/compiling documentation for audit or other various request, maintain deposit operations metrics.
* Perform additional responsibilities as assigned, patient & insurance billing and collection functions, healthcare business office.

**Artech Info for Pfizer Pharmaceutical Company 2013 - 2014**

**Membership Analyst Memphis, TN**

* Research and accurate COT (Class of Trade) assigned to GPO maintain Group Purchasing Organization (GPO) and Government contracts.
* Ensuring that pharmaceutical distributions channel of sales to wholesalers distributed to hospital, clinics and pharmacies as well as their sales to end-patients.
* Resolve large volumes of customer related errors on Work In Process (WIP) Business Objects daily reports. Update, Add, End Date and Attach members to contract and business units as deemed necessary in CARS / IS, research DEA, HIN, AHA and PHS to determine if Federal Government Entities Public Health contract agreement.
* Critical task of ensuring that eligible members are connected to the correct association, contract and price group.

**Swanson Services 2003 –2013**

**Accounting Supervisor / Criminal Justice Center Memphis, TN**

* Responsible for overseeing Jail Accounting, accepting cash payments for inmate accounts, post daily transactions to inmate accounts, deduct medical co-pay, post inmate dress-out and release in excel daily.
* Process all incoming inmates by issuing booking numbers and accepting all personal property and money from intake area. Make un-announced visits to conduct financial and procedural audit. Assist clerks with transactions and / or questions concerning Cobra Banker, inmate accounts or property, trouble-shoot and customer service.
* Daily deposits; audits; maintain schedules; employee training; interview/ new-hire, address issues and requests submitted by Jail Officials.

**Office Manager 2002 – 2003**

Isaac Hayes Music Food Passion Memphis, TN

* Process payroll into ADP database, handle benefits and health insurance.
* P&L, DSR, weekly cost journals, reconcile weekly inventory variances.
* Responsible for all invoices, coding, workers comp, period budgets.
* Responsible for daily bank deposits; credit & cash transactions.
* Facilitate New Hire Orientation which includes completion of new hire paper work, interviews/recruit, appropriate workplace behavior, & safety awareness.
* Oversee 100 plus employees; maintain schedules, maintains I-9 forms as needed, and daily operations.

EDUCATION **North Hollywood High School** Diploma

**Los Angeles Valley College, 1990-1995** Major: Business Administration