# KEVIN P. HICKS

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**SUMMARY:**

A track record for getting things done with a personal style that relies on sound decision making, and solid business judgment that adds value across the organization. Successfully proven accounting and financial leadership skills in complex, fast paced, corporate environments.

**WORK EXPERIENCE:**

**Brooks Rehabilitation Hospital**

Jacksonville, FL November 2015 – Present

CORPORATE CONTROLLER (Contractor)

* Brooks is for one of the nation's largest not-for-profit medical rehabilitation system consisting of a full range of post-acute services including inpatient rehabilitation, outpatient, skilled nursing, home health, assisted living, memory care, physician practices, research and community benefit programming
* **Achievements:** Responsible for developing treasury policies and procedures for the finance department. Involved in period and year-end closes, internal and external audits and supervised a staff accountants. Total revenue over $160M in 2015

**The HCI Group**

Jacksonville, FL April 2013 – October 2015

CORPORATE CONTROLLER

* International leader in healthcare IT consulting, INC Magazine's 2013 fastest-growing healthcare company in the U.S. Services include implementation and training of all EHR vendors as well as specialty service lines in optimization, clinical adoption, integration and testing, go-live support, revenue cycle, ICD-10, and advisory services, among others. From Johns Hopkins and Tenet Health to the United Kingdom and the Middle East
* **Start-up:** Brought proven start-up practices to an immature finance department, while keeping up with the fast pace of growth. Hired and developed a strong finance team to account for the high volume of transactions and sales, while providing quality reporting to the leadership team.
* **Achievements:** Oversaw 401(k) audits, accounting, HR, benefits, aspects of internal reporting for a multi-state/international consulting firm whose clients include both private and government entities. Involved in budgeting, forecasting, audit, bank covenants and various other financial planning and reporting. Developed expense and benefit policies, along with client and consultant contracts. Worked with leadership in developing strategic planning, service lines and vendor relations. Coordinated efforts that met various government regulations and bids.

**CareSpot Express Healthcare *(formally, Solantic Urgent Care)*** Nashville, TN and Jacksonville, FL June 2009 – April 2013

SR. ACCOUNTING MANAGER

* Oversee a staff of 4 for this innovator in walk-in urgent health care. Involved in full financial cycle (Cash Management, Budgeting, Financial Reporting and GL maintenance, Training, Pro-forma, Audit & Tax and misc.). Involvement with BOD, private equity investors and joint venture partners.
* **Joint Venture Involvement:** Developed accounting policies and procedures during initial partnership agreement with Baptist Healthcare, HCA and other JV partners. Continue to development and maintain these relationships with detailed reporting that allows for multi-unit growth in short periods of time.
* **Achievements:** Initially hired to help close a 5 month overdue audit and bring order to an accounting department. After closing the 2009 audit, 2 subsequent audits were completed before expected deadlines and under budget. During this time many manual functions were turned into automated and more efficient process so financial reporting became timely and more accurate. This has allowed the department to focus on growth and develop detailed analysis of the business, giving management the necessary tools for the future. In addition, close involvement with IT in the recent rollout and implementation of new EMR system which allowed for better reporting and collections of AR. DSO (day’s sales outstanding) has dropped from 46 to 35 days.

**Harry’s of America**

Jacksonville, FL August 2006 – June 2009

CORPORATE CONTROLLER

* Directed a staff of 3 whose responsibilities included accounting, HR and IT for a multi-unit restaurant chain in Northeast Florida with sales in excess of $25 million. Prepared month-end, budgets, all monthly/yearly financials, and a list of analytical reports prepared daily, monthly and yearly. Reports included marketing results, labor analysis, cost-of-goods, debt analysis and cash flow position. Additionally, maintained vendor relationships, purchasing agreements and insurance planning and renewals.
* **Insurance Involvement**: Involved in all aspects of company insurance: GL, Property, Liquor/food, EPL, WC, Auto and EE Benefits. Prepared claims review that detailed loss information on open and closed claims. Prepared benchmark analysis by analyzing claims experience history, claim severity, loss ratio and claim cost. Offered assistance when choosing new policies and determining proper match with company needs.
* **Marketing Involvement:** Monitored and reported promotional and marketing campaign results in radio, TV and direct mail pieces and information was compiled in conjunction with sales and benchmarks such as Knapp Track. Worked directly with marketing director and president to provide more complete information and developed a strategy that met our marketing and sales objectives.
* **Achievements and Transitional Accomplishments**: Provided a smooth transition for the new position of Corporate Controller and staff. Responsible for setting up valuable reports and reporting procedures for P/L and Balance Sheet items in accordance with GAAP. Assisted in setting the stage for future growth and expansion.

**Astral Products, Inc. *(International)***

Jacksonville, FL August 2005 – August 2006

FINANCIAL CONTROLLER

* Responsible for all financial aspects of this international company whose headquarters are located in Barcelona, Spain. This company is comprised of a manufacturing plant, distribution warehouse and a storefront for retail sales. Specializing in large manufacturing and distribution of pool and water treatment products, this company has exposure to supply chain management, just in time inventory, manufacturing, customs, international relationships, and foreign exchange.
* **Achievement:** Involved in an accounting software change over among the challenges that another language and culture can produce. Integrated production tracing system for inventory, purchasing and COG to a profitable level. Developed stricter controls on credit approvals for new sales while resolving customer issues, saving thousands of dollars and maintain a stronger customer base. Collected $240k in bad debt previously written off.

**Sodexho USA**

Jacksonville, FL March 2004 – August 2005

DISTRICT CONTROLLER

* Previously Sodexho/Marriott. Managed a staff of 5 area controllers for this food service management company. Reported, analyzed and maintained general accounting records of 52 operating units while compiling and integrating data into a southeast region roll up. Other duties included budgeting, forecasting, auditing, and assuring compliance with SEC, SOX and GAAP requirements.
* **Achievement:** Within four months, expanded division responsibilities from a single state operation to the southeastern regional operation, incorporating five states. Implemented and oversaw Sarbanes-Oxley regulation in accordance with the legislative compliance.

**Solantic Urgent Care**

Jacksonville, FL September 2002 – March 2004

SR. ACCOUNTANT

* Involved in all financial aspects of this high-paced, multi-million dollar start-up company. Department consisted of the controller and myself. Primary responsibilities included maintaining the G/L & A/P, monitoring all cash activity and protecting company assets with inventories in medical supplies, equipment and fixed assets. Prepared timely monthly financial statements (P&L, balance sheet and multiple ad-hoc reports), maintaining lines of credit with vendors, establishing and enforcing internal controls, reconciling G/L accounts and assisting with budgeting and payroll.
* **Achievement:** Increased growth of accounting dept/company from one central location to multiple regional sites.

**TL Cannon**

Ponte Vedra, FL August 2001 – September 2002

STAFF ACCOUNTANT

* Maintained and reconciled various G/L accounts, including A/P, A/R and payroll for over 45 stores in an $80 million a year Applebee’s franchise. Prepared monthly marketing reports that compared revenue streams to individual advertising campaigns
* **Achievement:** Identified and analyzed trends in the marketing budget that allowed for more efficient spending of marketing dollars.

**Amelia Island Plantation (Omni Resorts)**

Amelia Island, FL June 1997 – August 1999

STAFF ACCOUNTANT

* Reconciled bank accounts relating to property owners

Club Service

**Legg Mason Wood Walker**

Greenbelt, MD Spring of 1993 to Spring of 1996

BROKER ASSITANT

* Maintained client accounts.
* Assisted with portfolio transactions, including stocks bonds and mutual funds.
* Assisted in managing 401(k) plans.
* Assisted with seminars and investment conferences.

**EDUCATION:**

**University of Maryland University College -** Masters of Business Administration (MBA) – Spring 2017

**University of North Florida -** Bachelor of Business Administration, Degree in Accounting - 2001

**CPA –** Candidate, to pass final part in spring of 2016

QuickBooks Enterprise Solution; SAP; Microsoft Dynamics and FRx; AS400, JD Edwards; Syspro, Microsoft Office Suite, Advanced Excel User, multiple EMR systems (NextGen, Solar and Meditech) and Blackline.