**Candidate *64272***

City Personnel

(401) 331-2311

**Work Experience**

**Accounts Payable Representative**, Maples Rehab. & Nursing Center   
*October 2013 to June 2020*

* Entered purchases, processed bills, reconciled bank Statements and consolidated billing
* Maintained PNA (Personal Needs Account) to pay all bills and deposit funds for Residents
* Monthly Census-Totaling sheets for each unit
* Entered diagnoses rankings for Medicare A and B billing
* Uploaded quarterly electronic submission of staffing data for Payroll Based Journal

**Financial Manager**, David S. Pomerantz MD., Inc   
*June 2006 to March 2013*

* QuickBooks Accounting – AP/AR, Cash Receipts and Disbursements
* Oversaw General Ledger and completed Payroll via Paychex
* Reconciled Bank Statements and Deposits
* Facilitated Employee's 401K, Dental, Health Insurance Ordering Supplies, Keep all doctors records updated, etc)
* Worked in MS Office to draft correspondence and track expenses while posting Insurance Payments

**Physical Therapy Biller and Patient Coordinator**, Foundry Sports Medicine & Fitness   
*October 2000 to May 2006*

* Answered incoming calls, scheduled appointments and completed patient check-in
* Completed prior authorizations for workers compensation claims
* Verified Insurance, billed patient charges and printed invoices
* Entered Insurance Payments, assisted with Accounts Receivable Aging
* Processed Deposit Slips, Credential providers with Insurances

**Medical Biller**, Icon International   
*October 1999 to October 2000*

* Entered billing charges, printed patient invoices, and completed office admin duties

**Skills**

• Accounts Payable / Accounts Receivable  
• Reconciling Bank Statements and Prepared Financial Statements  
• Payroll  
• Customer Invoicing  
• Scheduling   
• Post Charges, Post Insurance Payments