ROBERT SMITH

Accounts Payable Administrator (Manufacturing)

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Accounts Payable Administrator with a track record of success in the manufacturing and retail markets. Emphasis placed on organizing, problem solving, financial resolve and organizational sensitivity and integrity. My experiences include payroll, reconcilement, remittance, cash handling and internal controls and audit will contribute to the bottom line of your company.

2014 – PRESENT

ACCOUNTS PAYABLE ADMINISTRATOR (MANUFACTURING) - ATWOOD COMPANIES

- Calculating property management fees, state sales taxes, entering labor budgets, operational budgets. Doing general ledger and cash management entries.
- Searching sites for bid opportunities for any upcoming bid opportunities. Many other miscellaneous duties not listed but are very important in the daily operation of the company.
- Coding and entering invoices to the correct GL accounts following established procedures.
- Processing and reviewing invoices, coding proper general ledger accounts and checking against purchase order to ensure accuracy, obtaining approval for payment.
- Paying vendors according to their terms, applied all discounts available, recalculated invoices to reflect discounts and credits taken.
- Maintaining vendor w-9 information, created and distributed 1099 forms annually.
- Reconciled general ledger ap balance to sub-ledger balances for the end of the month closing, researched and resolved discrepancies.

2010 – 2014

OFFICE MANAGER/MEDICAL BILLING SPECIALIST - GUARDIAN EXPRESS LLC

- Supervised on- and off-site coding personnel by assuring that the proper quality and quantity of work is performed based on CPT, ICD and regulatory guidelines and policies.
- Provided appropriate training and instruction to staff, answered questions regarding proper procedures and assigning and coordinating work.
- Supervised and coordinated various personnel functions, including but not limited to, hiring, merit recommendations, promotions, transfers, and vacation schedules.
- Prepared CPT codes and submitted claims to insurance companies electronically

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or by paper.

- Maintained liaison with agencies, coding organizations, and consultants. Distributed coding, reimbursement and clinical documentation information to faculty and staff pertinent to their specialty.
- Collaborated with Reimbursement Services as needed regarding the department/divisions fee schedule.
- Facilitated the assessment of new procedures, and address strategic and philosophical issues that arise among the departmental or divisional physicians, and other departments.

EDUCATION

Bachelor Of Science in Accounting - 2014(Linfield College - McMinnville, OR)
Associate Of Science in Accounting Technology - 2006(Mt. Hood Community College - Gresham, OR)

SKILLS

ADP, Access, Database, Excel, Word, QuickBooks, Multilingual