

Objective

Finance Supervisor will lead efforts in process improvement, implementation of best practices and development of staff. Ensure that these activities and outputs are processed and issued per established guidelines, standards and contractual agreements.

Skills

Medical Terminology, Microsoft Excel, Word, Powerpoint, Kronos, Resort Advantage, Stratus, Patron Management, Certegy.

Work Experience

Finance Supervisor I

ABC Corporation - November 2003 – May 2009

- Resolve customer complaints or answer customers questions regarding policies and procedures.
- Supervise the work of the office, administrative, or customer service employees to ensure adherence to quality standards, deadlines, and proper procedures, correcting errors or problems.
- Provide employees with guidance in handling difficult or complex problems or in resolving escalated complaints or disputes.
- Implement corporate or departmental policies, procedures, and service standards in conjunction with management.
- Discuss job performance problems with employees to identify causes and issues and to work on resolving problems.
- Train or instruct employees in job duties or company policies or arrange for training to be provided.
- Evaluate employees job performance and conformance to regulations and recommend appropriate personnel action.

Finance Supervisor

Delta Corporation - 1999 – 2003

- Manage budgeting and forecasting for 37 URO (Unified Revenue Organization) departments Redesigned budgeting process and templates which condensed.
- Managed four direct reports; 1600 hourly employees payroll, accounts payable, product cost accounting, fixed assets, and all other generals.
- Trained plant employees on safety regulations.
- Responsible for all company billing (insurance and private), Payroll (process and proof), Taxes (pay and process all company taxes), Collections (.
- Responsible for direct supervision, performance management, setting process standards, and quality control review of Finance Analyst and Technicians.
- Completed account reconciliation activities on a monthly basis Performed financial audits and prepared audit reports Presented necessary variances.
- Managed teams consisting of the advisor and repack specialists Advised students on funding options and the requirements for maintaining funds.

Education

Accounting - May 1983(South Texas College)