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Objective: Supervisory financial position within the healthcare industry

Summary: Accounting professional with 15 years of experience in a business office setting with recent growth into a multi-owned organization. Increased revenue by revealing incorrect Medicaid reimbursement set up and turnaround of high number of collections previously deemed as uncollectible.

Skills:

Managerial	Billing	Profit & Loss	Microsoft Office	MAS 90
Medicaid	Collections	Financial Statements	Point Click Care	AOD
Medicare	A/R Aging	Account Analysis	MDI Achieve	Keane

Experience:

Manager of Financial Operations **2015-2017**
Francis E. Parker Homes Inc. **Piscataway, NJ**

- Supervised staff of 3, covering General Accounting, Payables, and Billing.
- Collaborated with Administrators/Directors to correct all balances on A/R aged reports to include Medicaid.
- Restated accounts receivable books to facilitate analysis of current collectible.

Principal Accountant **2012-2015**
Bergen County Health Care Center **Rockleigh, NJ**

for County owned and operated 110 bed long term care facility.

- Responsible for the efficient operation of daily business office functions including billing, collections, purchasing, PNA, processing of accounts payable and payroll distribution.
- Integral part of team that completed software conversion from MDI Achieve to Point Click Care in September 2014.
- Serves on several committees including QA, Safety and UR.
- Dotted line reporting to the County's Director of Health Services as well as Chief Fiscal Officer.
- Developed close partnership with County Board of Social Services in respect to Medicaid applications including denials, often accompanying family members to appointments.
- Collaborate with County's Legal Counsel in collection efforts.

**Accounting Manager
Fiber-Span LLC**

**2010-2011
Piscataway, NJ**

- Performed daily supervision of accounts payable and receivable.
- Conducted cash and financial forecasts.
- Regulated bank reconciliations and appropriate entries.
- Analyzed inventory variances.

**Controller
Cranford Health and Extended Care Center**

**2003- 2009
Cranford, NJ**

- Provided oversight of general ledger, bank reconciliations, and payroll entries.
- Recouped nearly \$300,000 annually by initiating process plans for collecting revenue.
- Turned around inefficient operation into one of checks and balances.
- Collaborated with Keane accounting software vendor to correct contractual allowances.
- Streamlined accounts receivable books to facilitate analysis of current collectible accounts creating condensed size of aging report to enhance relevancy.
- Supervised completion of annual Medicare and Medicaid cost report via Hubco.
- Reconciled daily census reports to track payer sources.
- Interfaced with Department Heads to improve operations in relation to annual budget and other accounting efforts.
- Managed staff of 10 – Accounts Receivable, Accounts Payable, Payroll and Front Desk receptionists.

Previously employed as Auditor/Inventory Control Analyst for National Steel Service, Inc., Parsippany, N.J.; and Exchange Accountant for former Allied Chemical Corp., Morristown, N.J. While at National, had personally uncovered theft and fraud by upper-level management. At Allied, reconciled large-scale adjustments through exception reporting. Revamped operation in heavy disarray.

EDUCATION:

Bachelor of Science, Business/Accounting Seton Hall University, New Jersey.

Other notable skills:

Strongly skilled in Microsoft Office.

Proficient in Keane, Pathlinks, and Point Click Care.

Knowledge of Smartlinx, Timberline, Great Plains, and MAS 90.

Have participated in professional development training.

ACCOUNTING MANAGEMENT

Extensive background in above area in diversified industries, health care, service and distribution. Analytical individual with systematic approach to problem identification and solving. Exceptional streamlining ability as demonstrated by instituting efficient financial controls. Effective team player who views role from holistic organizational perspective.