

Jennifer Campbell
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Objective

As an organized and detail-oriented professional with exceptional people skills that is project/goal oriented, I am seeking consulting opportunities.

Summary of Accomplishments

Development of key relationship with leadership team, management and line staff.

Responsible for all correspondence with Medicare, Medicaid, and other audit and regulatory bodies for all locations.

Preparation of cost reports to Medicare and Medicaid.

Implementation of Medicaid billing systems inclusive of the development of various HMO and Medicaid fee schedules based on CPT and HCPC codes dependent on the eligibility of the client.

Developed tickler system to ensure appropriate credentialing is maintained to ensure minimal denials,

Responsible for IT systems implementations. Developed and implemented translation tables identifying any mapping errors or additional account needs.

Strong analytical and problem-solving skills.

Developed and implemented processes, policies, and reporting to ensure compliance with State of Florida, Tennessee and Kentucky nursing home guidelines and outcome measures.

Researched, acquired, and successfully implemented accounting systems inclusive of medical billing, general ledger and payroll.

Preparation of budgets for all entities for submission to State of Florida Department of Children and Families for approval.

Preparation of funding applications for not-for-profits to outside sources such as United Way.

Completion of a state developed risk model for child welfare agencies inclusive of a risk analysis and cost allocation plan in compliance with OMB Circular A-22.

Development of forecasting models.

Development and implementation of closing schedule for all entities.

Served on the team writing the proposal for the State of Florida to act as the Community-Based Care agency for Clay and Baker counties.

Completion of Federal Indirect Cost Rate Submission for all Federal Discretionary Grants.

Responsible for all external audits inclusive of Financial Audit, A-133 Single Audit, Pension Plan Audit, and 403(b) Audit.

Responsible for implement in 2014 of EHR system and ongoing oversight of all financial aspects of system.

History:

***10/24/2016 to Present CareerSource Flagler Volusia
CFO***

This position is responsible for all aspects of the finance and accounting department. Primary funding is through the Department of Economic Opportunity (Department of Labor).

Responsibilities include but are not limited to the following:

- Reporting to BOD and Finance Committee of the BODs.
- Monitoring all awards to ensure all cash requirements are met and all expenditures are recorded and billed to the correct funding source.
- Preparation of budgets
- Monitoring of sub-recipients contracts
- Monthly reporting via state system software
- Preparation of financial statements
- Responsible for compliance audits, financial audit and state monitoring.

***9/2007 to 8/31/2016 Children's Home Society of Florida, Inc.
Controller***

This position is responsible for all aspects of the finance and accounting department for 14 divisions and corporate.

- Total staff of twenty four including five direct reports.
- Responsible for A/R, A/P, P/R, Accountants, and Assistant Controller.
- Responsible for all aspects of accounting for entire agency inclusive of 14 divisions throughout the state with a budget slightly greater than \$110 million.
- A/R and Revenue responsibilities include review of contract, Medicaid and private billing.
- Payroll oversight of bi-weekly payroll reports, funding, tax and compliance returns.
- Co-ordinate monitoring by funders for all divisions and corporate contracts.
- General ledger review of companywide allocations and intercompany accounts with L.L.C.s.
- Audit liaison for financial audit, single audit, and pension audit including actuarial reports.
- Responsible for monthly closing and preparation of financials.
- Review of general ledger review, balance sheet reconciliations, and bank reconciliations.
- Promote and model ethical and professional behavior.
- Development and implementation of processes to ensure compliance and accuracy in reporting.
- Develop and maintain excellent working relationships with operations in all divisions.

***11/2006-2016 University of Phoenix
Certified Advanced Faculty***

The general responsibilities of this position include the following:

- Facilitation of accounting and finance classes in the online environment.
- Management of all forums for classes ranging from 8 to 22 students with weekly discussion questions, checkpoints, and assignments.
- Responsible for maintaining and directing discussion throughout the week
- Answering questions within a 24 hour timeframe
- Grading checkpoints and examinations and providing scores with individualized feedback within 48 hours

Grading and providing feedback on written assignment within a week,
Providing students with weekly feedback that assesses progress toward meeting course objectives.
Continuing education consists of participation in ongoing faculty workshops, faculty meetings and forums.

12/2004-8/2007 Synergy Healthcare Service, LLC
VP of Finance
801 Ne 167th St # 304
Miami, FL 33162
786-279-1137

This position requires ninety percent travel to allow for onsite assistance and support for the financial controllers.

Responsible for oversight of all financial operations to ensure all process flow is efficient and effective.

Conduct month end reviews of all facets of the finance office with individual controllers. These reviews are inclusive of but not limited to the following: billing to correct payer source, accounts receivable, accounts payable aging to assure appropriate vendor terms and payment schedule, cash projections, and budget variances.

Assist controllers with budget preparation.

Complete review of all facilities' financial statements for completeness and supporting schedules for all balance sheet accounts.

Review board packets where applicable.

Responsible for all correspondence with Medicare, Medicaid, and other audit and regulatory bodies for all facilities.

Responsible for IT systems implementations. Review of translation tables to identify any mapping errors or additional account needs.

On-site startup and implementation of all financial policies and procedures for newly acquired facilities.

Promote and model ethical and professional behavior.

Development of key internal controls.

Development and implemented processes, policies, and reporting to ensure compliance with State of Florida, Tennessee and Kentucky guidelines and outcome measures.

Prepare controllers for external audits

12/2000-10/2004 The Institute for Growth & Development Orange Park, FL
Chief Financial Officer

Position reports to CEO and Board of Directors. Responsibilities listed for the Institute for Growth & Development include three separate subsidiary entities to include a mental health and substance abuse agency, child welfare agency as part of the Governor's community based care initiative, and the foundation formed as a funding vehicle.

Developed and maintained key internal controls.

Developed and implemented processes, policies, and reporting to ensure compliance with State of Florida contract guidelines and outcome measures.

Promoted environment of ethical and professional behavior.

Developed and directed all working capital initiatives (cash flows).

Researched, acquired, and successfully implemented accounting systems.

Developed and implemented translation tables.

Served as Liaison with external Human Resources department.

Directed IT department.

Oversight of network implementation and documentation.
Hiring, training, and developing career objectives for IT staff.
Real Estate operations, risk mitigation and optimal organizational position.
Served as Liaison with attorneys to establish three Florida not for profit agencies inclusive of preparation of 1023s to IRS to achieve 501(c)(3) status.
Research insurance markets to obtain necessary insurance limits particularly as pertains to child welfare services.
Served as Liaison with James Knutzen & Associates for annual audit.
Preparation of budgets for all entities for submission to State of Florida Department of Children and Families for approval.
Completion of a state developed risk model for child welfare agencies inclusive of a risk analysis and cost allocation plan in compliance with OMB Circular
Development of forecasting models to include projected decreases in state funding and anticipated increases in existing and new sources.
Maintain a working knowledge of all recent legislative changes including the Sarbanes-Oxley Act of 2002 in particular Section 404.

Education:

1998 Florida State University Tallahassee, Florida
MAcc/ Master of Accounting

1995 Valdosta State University Valdosta, Georgia
BBA/Accounting

Continuing Professional Education:

Florida Council for Community Mental Health
Florida Alcohol and Drug Abuse Association
EHS Fiscal Management Yearly Seminar
Dependency Court Improvement Summit
Florida Coalition for Children
Early Head Start Coalition
Workforce Summit

References: Upon Request