

Marsha Giraldi

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Objective

Reliable and hardworking professional with billing and office administrative skills. Offering my superior attention to detail, computer skills and strong desire to assist others. Seeking a position where I can utilize my experience.

Areas of Expertise

- ◆ Microsoft Office
- ◆ AS400
- ◆ Quick Books
- ◆ Sales Force
- ◆ Invoicing
- ◆ Management
- ◆ Billing process
- ◆ Collections
- ◆ Insurance Knowledge
- ◆ Coding
- ◆ Month-end closing
- ◆ Payment processing

Professional Experience

Payroll, Accounts receivable & Accounts payable Specialist III

April 2023 – Present

Environmental Logistics – Denver, CO

- Enter payroll Enter certified wages and prevailing wages into Quickbooks.
- Verify employees through E-Verify. Maintain employee records
- Data entry of all accounts payable invoice into Quickbooks.
- Process weekly check ru.n
- Receive and verify invoices for accuracy and proper coding.
- Process and post daily accounts receivable transactions.
- Perform account reconciliations for accuracy of account balances.
- Generate monthly reports.
- Public Notary – Notarize liens for payment

Billing Coordinator

Dec 2014 – April 2023

Zayo Group – Aurora, CO

- Collaborate with sales and operations personnel to maintain accounts receivable/payable.
- Ensure clients are billed correctly for services rendered.
- Prepare and maintain documentation/collection notes for monthly accounts receivable.
- Respond to billing inquiries in a timely manner and process adjustments as needed.
- Accounts reconciliation. A/P functions, Enter payroll into third party system

Bookkeeper

Sept 2011 – July 2014

Mason Dixon Energy – Denver, CO

- Managed the full cycle of accounting activities.
- Processed accounts payables and receivables.
- Bank reconciliation and prepared financial document.
- Maintained accurate records and confidentiality of payroll information.
- Processed weekly payroll and certified payroll reporting.

Accounts Receivable Manager

April 2001 – May 2011

Mike's Transportation – Wheat Ridge, CO

- Review essential freight documentation that supports charges invoiced and is required for payment.
- Investigate and diagnose potential errors and duplicate carrier billing.
- Manage the status of accounts and balances and identify inconsistencies.
- Assumed the responsibility of receiving and sorting incoming payments with attention to credibility.
- Verified provided AP invoices and paid logistics costs to vendors within the contract term.

Payroll & Billing Coordinator**Oct 1999 – April 2001**

Cherry Creek Athletic Club

- A/R duties, including tracking payments and updating balances.
- A/P duties, including credit card reconciliations, preparing checks and bank deposits.
- Data verification, data entry and processing of weekly payroll.
- Employee maintenance new hires, terminations, and changes.
- Reconciled month end inventory reports.

Logistics Billing Analyst**Sept 1996 – Oct 1999**

Exempla Health Care – Arvada, CO

- Accuracy in patient Medicare/Medicaid per diems for billing
- Identified and assured accuracy with secondary insurances
- Obtained doctor referrals for patients and pre-authorizations through prerequisite insurance.
- Prepared, reviewed, and transmitted claims. Collections on unpaid claims within standard billing cycle timeframe

Billing Manager**March 1994 – Sept 1996**

Denver Pediatrics – Thornton, CO

- Supervised and managed all billing processes including medical records.
- Coached employees by creating a shared understanding about what needed to be achieved.
- Ensured current billing practices comply with governmental rules and regulations.
- Performed audits of daily billing reports to identify coding and billing errors.
- Monitored monthly aging reports and conducted follow-up on unpaid claims and took appropriate actions to correct and re-bill for reimbursement.

Billing Specialist**April 1992 – March 1994**

Union Square Family Practice – Lakewood , CO

- Accuracy in patient Medicare/Medicaid per diems for billing
- Identified and assured accuracy with secondary insurances
- Obtained doctor referrals for patients and pre-authorizations through prerequisite insurance.
- Prepared, reviewed, and transmitted claims.
- Collections on unpaid claims within standard billing cycle timeframe

Education**Bachelor of Business Administration 1994**

Metropolitan State University of Denver