

Michelle A MacLeod, MBA

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As an ambitious and determined accountant, I am diligent to provide outstanding customer service. My friendly and approachable attitude allows me to lead my team to success.

Education

Administration	Master of Business Administration	Bachelor of Business
1996	University of Phoenix, June 2003 Cumulative GPA: 3.93	Accountancy and Information Systems University of Texas Permian Basin, June Summa Cum Laude Cumulative GPA: 3.96

Professional Experience

Denver Nephrologists, PC dba Colorado Kidney Care **June**
2014 to present
Chronic kidney disease services and comprehensive renal care

Controller

- Supervise Accounting Department including AP, AR, and GL activities as well as coordinating directly with the Billing Director and the billing team
- Audit daily cash sheets from 12 clinics and process weekly reports and deposits
- Coordinate with HR to record bi-weekly and monthly payrolls and all 401k distributions and profit sharing allocations
- Oversee month-end close to produce internal financial statements for two companies monitoring collections, expenses and all intercompany activities
- Support CEO with ad hoc reporting and special projects as needed
- Manage cash and line of credit
- Payout physician distributions via check and/or wire transfer
- Monitor the physician's business expenses and report monthly balances and activities to each individual physician
- Analyze business operations including revenue and expenditure trends, financial commitments and future revenues
- Facilitate monthly AR transactions between two billing EMR's to track pre & post-merger transactions
- Compile quarterly and annual use tax returns
- Coordinate with independent tax auditors to complete corporate tax returns, property tax appraisals, and fixed asset depreciation

Key Accomplishments:

- Coordinated all of the accounting and billing functions for the merger with South Denver Nephrology Associates
- Added positive pay to our AP process with UMB Bank
- Changed the auditing process of the daily cash sheets to incorporate segregation of duties
- Changed the monthly process to record Capital Leases in the GL

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- Conducted a physical inventory of assets at all locations to update the fixed asset ledger and to correct the amounts allocated at each location for liability insurance records
- Cleaned-up the outstanding check list and the AP ledger
- Recreated the Chart of Accounts to utilize cost centers appropriately

**Colorado Rehabilitation & Occupational Medicine, PLLC
to June 2014****Dec 2011**

Diagnostic and interventional pain management services

Controller

- Supervise Accounting Department including AP, PR, and GL activities as well as coordinating directly with the Billing Director and the billing team
- Oversee month-end close to produce internal financial statements for five companies monitoring collections, expenses and all intercompany activities
- Calculate partner distributions and employee bonuses
- Support CEO with ad hoc reporting and special projects as needed
- Generate daily production reports for doctors and managers
- Manage cash and line of credit
- Analyze business operations including revenue and expenditure trends, financial commitments and future revenues
- Process semi-monthly payroll
- Administer the 401k plan, assist employee enrollment and create reports for Safe Harbor testing and 5500 filing
- Compile quarterly and annual use tax returns
- Coordinate with independent tax auditors to complete corporate tax returns

Key Accomplishments:

- Served on team to upgrade HR/PR platform with ADP
- Facilitated 401k conversion from Great West to Fidelity adding Roth and Profit Sharing options
- Assisted in the transition to a new pharmacy and created the necessary reports to monitor and manage the pharmacy operations
- Set up two new companies including establishing the FIN, Colorado licensing, bank accounts, Chart of Accounts, management reports, etc

**Radiology Imaging Associates, PC/Invision Sally Job
to Dec 2011****July 2003**

Professional and technical medical imaging services

Assistant Controller July 2008 to Dec 2011

- Supervised Accounting Department including AP, PR, GL Accountants, and Contracts Coordinator
- Supported Controller with ad hoc reporting and special projects as needed
- Oversaw inter-organizational input to ensure timely and accurate preparation of monthly financial statements
- Presented financial information to senior management
- Assisted in annual budget creation and review
- Analyzed and advised on business operations including revenue and expenditure trends, financial commitments and future revenues
- Facilitated internal and external financial audits
- Maintained vendor and customer relations
- Coordinated the process for invoicing leased employees to affiliate partners

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- Established and implemented short and long range departmental goals, objectives, policies and operating procedures
- Responsible for securing the financing of medical equipment

Key Accomplishments:

- Completed Dale Carnegies 12 week course: Effective Communications & Human Relations/Skills for Success
- Served on team to upgrade HR/PR/Timekeeper software
- Facilitated State and City Use and Payroll Tax Audits
- Implemented P Card process replacing current credit card program
- Coordinated the electronic process to track Hospital Directors time for billable administrative time

- Wrote written policies to facilitate shareholder contractual obligations to accommodate payroll and expense allowances

Accounting Supervisor Oct 2006 to June 2008

- Oversaw AP, PR and Senior Accountant
- Ensured all financial reporting deadlines were met
- Coordinated financial audit processes
- Responsible for the computation of all leasehold and other contractual obligations

Key Accomplishments:

- Assisted in the design and implementation of a company-wide customer service program
- Aided in the creation of the company vision and mission statements
- Implemented accounting software upgrade into a dashboard environment including updating all hardware needs
- Converted independent HR and PR systems into a HR/PR/Timekeeper/Self-Service integrated package allowing better communication between HR and PR as well as to managers and employees; manual processes were made automated and paperless
- Completed Mountain States Employers Council Supervisor Training

Senior Accountant Feb 2006 to Sept 2006

- Compiled and analyzed financial information for monthly and annual financial statements presentations
- Ensured financial records were maintained in compliance with accepted policies and procedures
- Prepared financial management reports
- Resolved accounting discrepancies and irregularities
- Assured accurate and appropriate recording and analysis of revenues and expenses

Key Accomplishments:

- Trained and oversaw Staff Accountant daily work
- Established communication with Site Managers to allow for efficient revenue and expenditure reporting

Staff Accountant July 2003 to Jan 2006

- Prepared journal entries, detailed reports and account reconciliations for four independent interrelated companies
- Ensured accurate and appropriate recording and analysis of revenues and expenses
- Maintained fixed asset register and recorded monthly depreciation
- Reconciled all balance sheet accounts including cash

Key accomplishments:

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- Created excel worksheets that allowed Journal Entries to be imported directly into Microsoft Dynamics SL eliminating data entry errors as well as creating more efficient use of time to analyze data
- Recreated the Income Statement design and accounts to allow management to see the information desired to make better financial decisions

Trinity Leasing Company, LLC**November****1998 to May 2003**

National fleet management and leasing company

Accounting Manager

- Oversaw and supervised accounting, auditing, finance, and operations
- Prepared financial statement for internal and external use
- Analyzed current and projected costs, revenues, and financial obligations
- Budgeted for future capital needs based on trends and historical data
- Assessed credit packages and established financial underwriting
- Audited lease contracts and account schedules
- Coordinated the flow of operations between departments

Key Accomplishments:

- Assisted in building a start-up company with only \$6k invested; reported annual revenues in 4th year exceeded \$2.5 million.
- Researched and obtained all necessary licensing including Colorado Business License, Sales Tax Licenses with 4 states and 16 cities, and Colorado Used Car Dealers License
- Established and performed accounting procedures for cash/bank reconciliation, recording/depreciating/disposing of fixed assets, A/R, collections, A/P, sales tax accrual and reporting, property tax compliance, titling and registration of vehicles, and payroll
- Supported development of sales system to generate lease quotes, contracts, and management reports
- Implemented payroll service to obtain employee benefits at a lower cost
- Educated customers on invoice terms that resolved aging A/R problem and encouraged 98% of new invoices to be paid within terms
- Instituted buying arrangements with suppliers and other vendors to create established pricing
- Cultivated business relationships with officers of financial institutions to create a friendly atmosphere for underwriting credit processes
- Supervised and trained seven employees in all areas of the business

Enterprise Rent-A-Car and Fleet Services**June 1996 to****November 1998**

National car rental and fleet leasing company

Accountant

- Reconciled accounts monthly and prepared schedules
- Balanced petty cash transactions
- Trained and supported branch managers on A/R
- Performed collection efforts for fleet division
- Supervised credit card retrieval requests
- Handled customer billing issues
- Reviewed A/P cash disbursement before checks were released

- Filed personal property tax on out-of-state vehicles
- Audited internal procedures and performance of branch locations

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- Facilitated credit approval process with CFO

Key Accomplishments:

- Initiated and implemented plan to improve the communication system statewide
- Improved system for filing personal property tax, reducing the amount of time needed to process County and other government reports
- Instigated collection program to retrieve aging A/R's and bad debt, collecting initially 74% of invoices deemed as uncollectible
- Reduced current past due A/R's to less than 0.5%
- Created written policy for credit approval process

Honors and Other Activities

Volunteer for the National Kidney Foundation, current

Volunteer for Big Brothers Big Sisters program, 2010 to 2015

Volunteer for various events with the Volunteers of America, 2009 to present

Team Captain/Committee Member for Susan G Komen Denver Race for the Cure 2003 - 2011

Coordinator of Santa Clause Club, a nonprofit helping children found in emergency situations 1997 - 2002

Volunteer for the Boy Scouts of America, 1997 to 2006

Accounting Internship with Green & Frost, CPA Firm Senior Year 1996

1996 "Outstanding Accounting Graduate" by the Texas Society of CPA's

Teacher Assistant in Cost Accounting and Managerial Accounting, 1995 to 1996