

PAMELA WARNER, CPA
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Goal

Seeking Nursing Home Administrator in Training (NHA AIT) position.

Core Strengths:

Certified Public Accountant

- Excellent communication skills
 - Professional development of staff
 - Technical support
 - Management Experience
 - Audit/Reviews/Compilations/Tax Preparation
 - Project Management
- COMPUTER SKILLS: Windows, MS Office 2000, Word, Excel, PowerPoint, Outlook, Oracle Finance Analyzer, Quick Books, Quicken and Internet Research

Experience:

Wellpoint, Syracuse, New York site

Financial Consultant, Sr.

2007 to Present

Participated as a member of the Senior Leadership team for the Appeals Unit of National Government Services, a subsidiary of Wellpoint. Assisted in the consolidation and integration of the Appeals units from pre-merger locations in eight states to post-merger locations in five states. Assisted in creation of Appeals model used in Basis of Estimates for Medicare Administrative Contract proposals. Completed financial and business related analyses, including decision support analyses; and monitored financial and production performance. Focused on contract bids and business improvement initiatives.

Budget and Cost Analyst for \$94M budget

2001 - 2007

Worked directly with senior managers and the Chief Financial Officer of Empire Medicare Services. Prepared financial reports in compliance with government guidelines. Prepared budgets, performed cost analysis, and created forecast compilations. Supported operation managers in fiscal management and decision-making. Researched/implemented government contractual changes and new initiatives. Coordinated internal controls with responsibility for compliance and audit findings.

YMCA-WCC of Rome NY, Inc.

Finance Director for \$2.3M budget

1998 - 2001

Prepared financial statements, organized development of annual budgets and monthly forecasts; presented financial results to the Finance Committee, Board of Trustees, and Board of Directors. Managed all corporate financial accounting functions including A/R, A/P, purchasing, payroll, and pledges in the Operating and Restricted Fund accounts. Supervised human resources for 250 employees; managed financial staff which included interviewing, hiring, mentoring, and evaluations. Researched and drafted financial/administrative policies and procedures. Acted as organizational lead on network and software upgrades.

Hatfield, Sirchia & Cuomo, CPAs

Staff Accountant

1996 - 1998

Completed accounting services for clients. Also completed Compilations and Reviews. Prepared income tax returns for C-Corps, S-Corps, and Partnerships.

Gustafson & Paratore, CPAs

Staff Accountant

1994 - 1996

Audited profit/non-profit activities. Completed tax returns for C-Corps, S-Corps, Partnerships, and 990 for non-profits.

Utica College of Syracuse University

Foundation Bookkeeper for \$5M non-profit foundation

1991 - 1994

Accounted for all financial transactions, including investment activities. Prepared financial statements for Foundation Board, and Auditors. Performed research and analytical tasks for the offices of Vice President/Treasurer and Comptroller. Assisted the restructure and computerization of foundation accounts.

EDUCATION

- Master of Science, Health Services Administration
- Bachelor of Science, Accounting, cum laude.