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## Financial Coordinator Resume

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### Job Objective

To obtain a Financial Coordinator position and to contribute to the success and reputation of the company.

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### Work Experience:

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Financial Coordinator, August 2005 – Present  
Trendz, Inc., Cedar Rapids, IA

- Coordinated budget development for research proposals and progress reports.
- Maintained accounting and awards records.
- Reconciled all assigned accounts against the General Ledger.
- Processed Accounts Payables (Invoices, Check Requests and Expense Reimbursements) and Purchase Requisitions.
- Ensured correct payroll distribution.
- Maintained and updated financial accounts of Principal Investigators.

Financial Coordinator, May 2000 – July 2005  
Focus Corporation, Cedar Rapids, IA

- Ensured compliance to payer and regulatory guidelines for medical insurance claims processing and reimbursement.
  - Ensured proper maintenance of the revenue cycle, accounts receivable and patient accounts.
  - Liaised between Principal Investigators and Research Finance to communicate and resolved any issues that arise concerning expenditures.
  - Acted as a liaison between Principal Financial Investigators and OSP for all pre-award and proposal matters.
  - Assisted Principal Financial Investigators with effort reports to ensure accuracy and timely submission.
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### Summary of Qualifications:

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- Strong accomplished experience in Business Management
  - In-Depth knowledge of financial aid, financial counseling, and collections
  - Proficient with Microsoft Office, financial tracking software and the Internet
  - Sound knowledge of federal and state financial aid programs
  - Excellent communication skills and a professional demeanor
  - Strong problem solving and analytical skills
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### Education:

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Associate Degree in Accounting, Fisher College, Massachusetts, MA

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