

Theresa Bianco

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Experienced Business Manager with a demonstrated history of working in Human Resources, Finance, Accounting, Accounts Payable, and Accounts Receivable. Dedicated and focused professional who excels at prioritizing, completing multiple tasks simultaneously and following through to achieve project goals. Skilled in accounting, HR, budgets, grants, and government reporting.

Employment History:

Keweenaw Bay Ojibwa Community College

Human Resources Director

07/05/2022-Present

- Leads the process of filling staff vacancies through recruiting, screening, setting up interviews and testing applicants for posted positions at the discretion of the hiring authority.
- Implements and updates compensation program as approved by the Board of Regents
- Prepares job descriptions for approval; conducts salary surveys and develops merit programs at the direction of the President; analyzes the compensation system; monitors performance evaluation program and revises as directed by the President.
- Develops systems and procedures for carrying out the employee reclassification policy.
- Develops, recommends, and implements departmental and personnel policies and procedures; prepares and maintains handbook on policies and procedures.
- Maintains employee information such as personal data, compensation, benefits, performance reviews, employee disciplinary reports, and medical information.
- Answer all employee questions regarding payroll, health, retirement benefits, FMLA, workers comp., etc.
- Reviews and processes applications to ensure all required documentation has been submitted.
- Ensure compliance with §107(C) of the TERO and work closely with the TERO Office.
- Prepares annual budget for the department.
- Monitor and report on legislation that may affect KBOCC HR practices.
- Prepare required employee notices, letters, status reports, etc. for signature by the President.
- Updates employee files to document personnel actions and to provide information for payroll and other uses.
- Examines employee files to answer inquiries and provides information to authorized persons.
- Enters appropriate information into computer utilizing the HRIS.
- Compiles data from personnel records and prepares reports.

- Ensures necessary pre-employment requirements are completed, including Pre-employment physicals, drug screens, and Security Background Checks. May perform reference checks and previous employment verifications to ensure eligibility of applicants.
- Compiles and maintains records for use in employee benefits administration.
- Prepares quarterly reports for the President.
- Works closely with department managers to ensure compliance with hiring policies and procedures.

L'Anse Area Schools

Accounting Assistant-2/2016-2/2018

Business Manager- 03/01/2018-6/30/2022

- Answer all employee questions regarding payroll, health, retirement benefits, FMLA, workers comp., etc.
- Process payroll and payroll reports for state, federal and retirement agencies.
- Process year-end payroll reports.
- Supervise office operations regarding payroll, benefits, purchasing, and accounts payable preparations.
- Prepare contracts and help with negotiating union agreements.
- Maintain all aspects of district financial records for all funds.
- Apply for and record keeping of all Federal and State grants.
- Provide administration and school board with financial data as needed.
- Prepare report of accounts payable invoices for Board of Education approval, checking all for authorization, purpose, and accuracy prior to processing payments
- Prepare budgets as required by state law, as well as any revisions, with the Superintendent.
- Monitor account line items and discuss with budget area supervisors regularly to ensure that expenditures remain within authorized guidelines.
- Handle district banking transactions
- Review deposits, processing and maintaining all appropriate receipts, deposit slips and records of transfers.
- Authorize inter-fund transfers at appropriate times.
- Deal directly with loan agencies for preparation of bank notes.
- Invest school funds as monies become available, within approved policies and laws, computing to obtain maximum interest income.
- Be aware of district cash flow cycles, projections and potential problems
Reconcile bank statements monthly.
- Investigate and promote the most cost-efficient methods of operation for all areas of the school district.
- Review purchases of instructional, office, maintenance, fuel and food supplies on a regular basis to ensure usage of appropriate bids.
- Contact vendors to ensure proper pricing and maintain vendor relations
Monitor energy consumption and assist with energy-conservation procedures.

- Responsible for all property tax-related district responsibilities and all related hearing, resolution, and requirements.
- Reconciliation of tax disbursements received to DS-4410 to ensure proper receipt of State Aid
- Work closely with school district auditors in preparation of records prior to the audit and in providing information during the audit to facilitate most complete and accurate final financial statements.
- Responsible for Universal Service Fund Applications
- Oversee Michigan State Reporting as it pertains to the Michigan Student Data System Authorize preparation of Electronic/ Automated Clearinghouse Transactions for payroll, retirement, third party retirements, Federal Taxes, State taxes, Health Insurance payments, Bond payment and credit card purchases.

State of Michigan/Department of Natural Resources

Accounting Assistant A8

1/2011-1/2016

- Responsible for all new hiring processes, including applications, interviews, orientation, training, and background checks.
- Audit Time and Attendance
- Process Payroll
- Explained human resources policies and procedures to all employees.
- Managed over 40 personnel files according to policy and federal and state law and regulations.
- Provide accounting and other financial duties for Lake Gogebic State Park, Porcupine Mountain State Park and Western U.P. District Parks and Recreation Division
- Prepare monthly /yearly budget reports, check for accuracy, and process journal vouchers for any corrections needed.
- Process all accounts receivable and accounts payable transactions.
- Maintain vendor files, Contract Management, bid solicitation, review statements from vendors for accuracy, code, and process payments.
- Researched and resolved billing and invoice problems.
- Input Field Requisitions, Advice of Change orders, and Purchase orders in accounting system.
- Maintain all budgets including Grants, Capital Outlay, and other restricted budgets.
- Instruct fellow employees on the policy and procedures regarding purchasing.
- Verify cash and sales for summer workers in remittance system.
- Distribute permits to employees and record them in the system.
- Supervise cash handling for 25+ summer workers.
- Process weekly remittance and audits. Balance batch summary reports for verification and approval.
- Maintain permit inventories.

Baraga County Memorial Hospital

Medical Billing Specialist /Collections

12/2008 - 1/2011

- Code levels for office visits, ER visits, and in patient/ outpatient services for doctors office using current ICD/ CPT codes.
- Processes insurance claims for primary, secondary, and tertiary insurance. Auditing, correcting, and maintaining patient accounts.
- Maintaining and processing collection accounts.
Contacting patients and creating a plan for past due bills
- Auditing account receivables, electronic billing, and insurance reports for any errors.
Create reports and correspondence for supervisor.
- Help in IT department with reformatting computers, getting rid of viruses, and cleaning infected files, instructing users on how to use software programs, and replacing hardware when needed.

Terex

Handlers

Administrative Coordinator/ IT Coordinator

7/2006 - 10/2008

- Answering multi line switchboard, greeting clients, and scheduling meetings.
Making and coordinating travel arrangements for all plant employees.
- Tracking time and attendance for over 200 employees.
- Tracking injury reports, submitting work comp claims.
- Maintain training and safety certificates and recertify employees if needed.
Creating spread sheets and word documents.
- Provided technology help desk support for end-users.
- Performed diagnostics and troubleshooting of system issues, documented help desk tickets/resolutions, and maintained equipment inventory lists.
- Performed set-up, breakdown, and transport of agency equipment on an as-needed basis.

Baraga County Memorial Hospital/ Bayview Family Practice

12/1996 - 7/2006

Medical Billing Specialist/ IT support

- Answered phone calls, greeting patients, inputting patient data into computer, and processed billing sheets.
- Coded diagnosis and appointment levels for office visits, ER visits, and in patient/ outpatient services.
- Processed insurance claims, and patient billing.
Provided computer support for CPSI system.
- Provided hardware and software support for two doctors' offices and hospital staff.

GK Excavating and Repair, Inc.

(Part Time) Office Manager

4/2002 - 7/2006

- Answer phone calls
Greet Customers

- Process payroll, employee benefits, taxes, Account Receivable, and Accounts Payable using Quick Books.

Education:

L'Anse High School

Graduated 1988

Northern Michigan University

Bachelor of Science in Loss Prevention Management/ Business Administration

December 2013 cum Laude

Skills and Abilities:

A/R, A/P professional Payroll

Human Resources

Strong communication skills

Fiscal budgeting knowledge

Complex problem solving

Accounting

Computer diagnostics and repair

Advanced knowledge of multiple software programs including all Microsoft Office

programs, Quick Books, Adobe, MAIN, MI HR, CAMIS, Skyward PAC, Skyward True

Time/ HR/Student Management, Internet Explorer, Chrome

Effective time management

Organization

References:

Martin Meleen (906) 395-5408

Eric Jarvi (906) 231-4502

Ashlyn Haataja (906) 395-6231

Deanna Foucault (906) 395-7138