

Kyleigh Moss

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SKILLS

- Project Accounting
- Accounts Receivable/Payable
- Advanced Microsoft Excel
- Data Analysis
- Team Building/Training
- Microsoft Dynamics GP
- Payroll Administration
- Team Management
- Salesforce Systems

EXPERIENCE

PCM Trials ~ Denver, CO

June 2021 – Present

(Sister company to Professional Case Management)

Project Accountant

- Manage the project contract billing process for ~95 different work orders.
- Review customer contracts and SOWs for accuracy and ensure they comply with the Company's revenue recognition policies and procedures.
- Enter invoices and create revenue recognition schedules in Microsoft Dynamics GP ensuring accurate recording and analysis of all project revenue and expense.
- Respond to customer and employee inquiries in a timely manner, researching & resolving account disputes / billing discrepancies with customers and internal staff as needed.
- Interface with multiple departments including sales, accounting, budgeting, and project management.
- Prepare AR aging reports and analysis including month-end budget to actuals analysis.
- Perform month-end close activities associated with project revenue, including preparation of monthly journal entries such as manual revenue recognition, and account reconciliations.
- Process monthly revenue recognition within Microsoft Dynamics GP system.
- Prepare accurate and timely financial management reports and statements.
- Implemented numerous process improvements to accelerate the invoicing process while not sacrificing accuracy.
- Created several job aids & established training relationships with other departments to develop more accurate data entry into our billing process.

Payroll Analyst

- Manage and process all payroll data and support financial audits for USA and United Kingdom.
- Perform quality assurance activities for bi-weekly payroll processing for USA and United Kingdom.
- Provide excellent customer service for employees inquiring about pay/taxes.
- Utilize Salesforce and Workday to complete research and reconciliation activities.
- Research all inquiries from the field regarding payroll.
- Process reconciliations for payroll adjustments ad hoc.
- Complete verifications of employment.

Professional Case Management ~ Denver, CO

June 2020 – June 2021

Accounts Receivable Coordinator

- Work with the Billing and Authorization departments as well as the Department of Labor to resolve billing issues and facilitate the timely re-billing of claims.
- Prepare summary spreadsheets, aging reports, and batch files for review.
- Prepare journal entries and perform a variety of general ledger, reconciliation, and analysis functions.
- Manage, perform a variety of general ledger accounting functions related to workers comp and private insurance claims billing.
- Continuously improve and automate accounting processes, assist in creation of accounting process documentation.
- Created a streamlined spreadsheet to closely monitor outstanding receivables and follow up on aged claims, allowing for easy data presentation of receivables.

- Assisted with the creation of detailed walk throughs allowing for accurate and timely posting and reconciliation of all remittances and cash receipts.

Billing Coordinator

- Reviewed, coded, and processed patient medical documentation for payment of insurance claims in accordance with pre-authorized levels of service.
- Continuously maintained the billing spreadsheets for myself, as well as my colleagues to ensure the most up to date authorization information was being utilized, resulting in a decrease in Denials for par-end dates and unit overutilization.
- Prepared all claims, reviewed for accuracy and completeness before submission per established agency guidelines.
- Maintained a steady flow of billing submissions while assisting other departments with denial research.
- Created a number of training documents to assist in the transition to Electronic Billing.

Desert Island Restaurants ~ Scottsdale, AZ

May 2011 – Sept 2017

Accounts Payable

- Performed detailed audits on vendor invoices from 7 different restaurant locations ensuring accurate information was entered and routed to the correct general ledger account.
- Created and issued checks on a weekly basis to send out for on time vendor payments.
- Managed all expense reporting from in house management and out of state employees.

Human Resources Assistant / Benefits Manager

- Created an on-boarding and off-boarding procedure that was simple and informative, allowing the managers to easily access up-to-date forms, walk-throughs on how to on-board properly and the documents needed.
- Implemented an incentivized exit interview program which allowed us to track the reasons for employees leaving the company, make changes, and reduce employee turnover. We saw first quarter turnover reduction by 25%.
- Meticulously maintained benefits eligibility of employees with a weekly labor report. Enrolled and disenrolled employees in benefits per the regulations within the state they were working in.
- Assisted in the creation of the yearly Open Enrollment meeting to roll out on a strict deadline. Stayed on top of management at each restaurant to ensure all paperwork was received so enrollment could be processed in a timely manner.

Bad Daddy's Burger Bar ~ Aurora, CO

August 2018 – June 2020

Key Hourly Manager

- Assist with managing Front and Back of House staff, while ensuring the restaurant runs smoothly throughout the shift. Jumping in to assist serving/bar staff and kitchen staff when needed, while also prioritizing guest needs as they arise.
- Execute all administrative tasks for the restaurant, such as supply orders, scheduling, invoice management with 100% accuracy.
- Acting mediator between hourly staff and management, if an hourly employee was having an issue with a fellow employee or manager, I was the first point of contact, I would then direct the information to correct party for resolution.

EDUCATION

Northern Arizona University ~ Flagstaff, AZ
Bachelor's Degree in Applied Science

May 2012