**KENNETH S. TAYLOR**

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**SKILLS:**

Resourceful multi-tasking **Financial Professional** with extensive experience and proficiency with Accounting software such as SAP, Business Objects, Lawson, Signature & Invision Patient Systems, Great Plains, Quickbooks, Peachtree, MS Excel, MS Word, MS PowerPoint, and MS Access,. Areas of expertise include:

|  |  |  |
| --- | --- | --- |
| * Advanced Excel Command * Intercompany Maintenance * Account Analysis * V-lookups & Pivot Tables | * Budgeting / Forecasting * Cash Management * Streamlined Processing * Implement Procedures | * Month-End Closing * B/S Account Maintenance * Audit Coordination * SOX Compliance |

**PROFESSIONAL EXPERIENCE:**

**SHORT-TERM TEMPORARY ASSIGNMENTS (Contracts)**  **Fort Lauderdale, FL**

***Staff Accountant*  December 2015 – October 2016**

Researched “unknown” allocation of various insurance benefits by downloading onto spreadsheets by eliminating, terminated employees, and sub-totaling by company and department for several hundred companies. Another assignment required preparing F/S, bank recs, and maintaining A/P & A/R daily.

**UNIFIED PHYSICIAN MANAGEMENT**  **Boca Raton, FL**

***Staff Accountant***  **January 2015 - October 2015**

Using Quickbooks, provided weekly F/S to more than 250 OBGYN Centers in 5 states with weekly healthcare payments of more than $10MM each week in total. Provided each Center with their bi-weekly P/R, and monthly benefit expenses once per month on a bi-weekly basis. The Staff Accountant was also responsible for but not limited to the following:

* Provided responsive service to clients and internal employees.
* Posted transactions to QuickBooks (i.e. weekly wires, payroll transactions, & any off cycle transactions).
* Reconciled monthly bank statements and review the monthly activity to ensure proper posting.
* Printed and file support documentation for transactions posted.
* Prepared Ad-hoc analysis.

**ALPHASTAFF, INC. (Contract)**  **Fort Lauderdale, FL**

***Payroll Tax Accountant***  **May 2014 - December 2014**

Using Great Plains, prepared monthly journal entries for assigned accounts and reconciled complex company accounts for a company which maintains many areas of P/R, H/R, and clients for more than 100 clients throughout the country.

* Month-end close process including, B/S, detailed I/S; prepare J/E's; accruals; analysis; ad hoc reporting.
* Supported Controller & Assistant Controller in maintaining the General Ledger.
* Ensured all J/E's comply with corporate standards and GAAP.
* Researched answers and resolutions to questions and inquiries from internal and/or external customers. May recommend resolutions to issues and upon approval, resolve with parties involved.
* Reconciled\researched\resolved issues with certain high volume Liability Accounts.

**PHOENIX PHYSICIANS, LLC**  **Fort Lauderdale, FL**

***Staff Accountant***  **January 2013 – January 2014**

Using PeopleSoft, assisted Accounting Manager directly with many responsibilities including month-end/year-end closings; maintained dozens of B/S and P&L Accounts by reviewing each Account; maintained monthly Revenue Recognition J/E's (which includes true-ups on a quarterly basis); uploaded into PeopleSoft from Excel dozens of J/E's monthly/quarterly/yearly; amortized Prepaid Expenses & Fixed Asset/Depreciation Accounts; maintained Physician O/T on a daily basis; other software used includes MedData, Avisena, MMPact, & nVision.

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**NORTH BROWARD HOSPITAL DISTRICT**  **Fort Lauderdale, FL**

***Staff Accountant***  **July 2011 – August 2012**

Using Lawson, prepared monthly journal entries for assigned accounts; reconciled complex company bank accounts; maintained several voluminous Prepaid Accounts including Prepaid Insurance (Hospitals and Physicians); assisted in the facilitation of month-end and year-end closings.

* Streamlined process which previously took 4 F/T employees (160 hours) to do each week I was able to produce myself in just 7 hours per week by using Invision and Signature Patient Accounting Systems.
* Reconciled voluminous Suspense Cash Acct. in less than a week. This was not previously reconciled.
* Problem-solved many Cash-related issues which previously where not resolved.
* First Employee Awarded Employee of the Month of large Department while on the first 90-day probation.
* Designed several dozen Excel spreadsheets which linked to many different Cash sheets for Hospitals and Physicians throughout Northern Broward County.

**CSL PLASMA, INC**. **Boca Raton, FL**

***Staff Accountant – Cash Management*** **October 2007 – October 2010**

Using SAP, participated in month-end closing; maintained intercompany (I/C) reconciliations, scheduled forecasts, and annual budgets; maintained treasury management for 65 U.S. Centers 7 days a week; maintained third-party receivables.

* Saved company several $1MM's each month by recommending and implementing change in Plasma Donor pay-out amounts and making treasury management process more efficient for all 65 Centers.
* Represented Finance Department with 4 major projects while still completing daily and monthly work.
* Took on major role for the Finance Department by working with bank and I/T Department in designing report used for new Debit Card Cash bank reconciliation (leading to more than 30,000 transactions each day, 7 days per weeks).
* Assisted with monthly closing and annual audit. Prepared and uploaded more than 100 SAP (J/E’s) each month. Reconciled monthly more than 20 B/S Accounts with more than 10 Cash Accounts.
* Finished month-end closing within required 2 ½ business days deadline. Completed all Excel spreadsheet reports on a daily basis.
* Prepared scheduled international I/C forecasts for six other entities. Prepared annual I/C budgets.

**EMPLOYMENT AGENCIES (Contracts) Southeast FL Tri-Counties**

***Staff Accountant* February 2002 – October 2007**

Served as Consultant for several Employment Agencies on various assignments in different industries.

* **Fixed Assets Accountant** - worked closely with Accounting Manager with month-end closing, and maintained spreadsheets for various Fixed Asset G/L accounts. Worked also with telecommunication maintenance contracts.
* **Property Accountant** - using Yardi and other software, maintained tenant cash activity, invoices associated with property, and other items. Maintained F/S, budgets, bank recs, and reserves for more than 30 HOA & Condominium properties.
* **Prepaid Insurance** - Created all lines and equations for various F/S with Great Plains software package. Created reports so data could be extracted and exported to Excel, and reconciled to its G/L Account.
* **Tax Accountant** - Managed complete financial cycle for more than 30 small companies through use of software packages Creative Solutions and UltraTax.

**EDUCATION:**

**Bachelor of Arts (B.A.), Accounting Saint Leo University, Saint Leo, FL**

**VOLUNTEERING/MEMBERSHIPS:**

* Habitat for Humanity of Broward County, Big Brother / Big Sister of Broward County, Society of Saint Vincent de Paul