

Jon Miller II
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(757) 537-3957
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Jon is a seasoned Accounting and Finance professional with more than 20 years of total experience, serving as a leader and advisor in controllership, interim and consultancy roles. He has experience across diverse industries, including a significant amount within single, as well as multiple-location, Healthcare environments. Jon's areas of specific expertise include: General Accounting, GAAP, Internal Controls, Financial Statement Preparation & Analysis, Strategic Planning, Budgeting, Forecasting and Process Improvement. He has a demonstrated record of success in cost-effective monitoring of budgets, net revenue enhancements, and workflow improvement. Jon is adept with Excel and Word, has excellent computer skills, and has exposure to numerous healthcare and finance software applications. He possesses superior communication, leadership and motivational skills, which allow him to effectively interact across all organizational levels, including team members as well as executive management.

Professional experience

Jon's career profile includes positions with:

Warbird Consulting Partners — Project Consultant
Corporate Controller Services — Principal
Specialty Hospitals of America — Interim Controller
Southampton Memorial Hospital — Interim Controller
US Homeland Security-Coast Guard Finance Center — Project Consultant
Geeks On Call — Interim Controller
First Pentecostal UHC — Interim Controller
Financing Alternatives, Inc. — Corporate Controller
Trader Publishing Company — Product-Line Controller
Deaconess Long Term Care, Inc. — Regional Controller
Cobre Valley Hospital — Director of Accounting
Beverly Enterprises Inc. — Accounting Manager

Representative examples of Jon's professional experience include:

- Provided professional Accounting and Financial consulting services and solutions to Healthcare client organizations
- Managed Accounting departments, including direct supervision of Payroll, A/P and A/R functions
- Advised senior management team on a wide range of Accounting and Finance proposals and issues involving GAAP, Sarbanes-Oxley, financial statement interpretation, cost of sales, management reporting and financial systems
- Performed internal audits of Accounting functions and administrative control procedures. Made specific recommendations for process improvement
- Developed, implemented and maintained Accounting department policies and procedures to improve staff performance
- Designed and led implementation of new Accounting processes and internal controls. Improved accuracy and reliability of key financial data
- Reviewed schedules for capital outlays and fixed asset depreciation
- Implemented formal monthly close procedures, creating timely and accurate financial reporting
- Oversaw monthly accounting close, including balance sheet account reconciliation
- Advised CEO on A/P and made recommendations and suggestions on future development projects
- Ensured compliance with GAAP and monitored A/P, A/R and Payroll departments
- Researched abnormal balance sheet activity and coordinated with department personnel to resolve / explain occurrences
- Approved cash disbursements
- Managed and/or provided administrative over-site to all budgeted finance and non-finance departments
- Developed and implemented internal control procedures for the Accounting department
- Created management reports to accurately reflect daily operations, saving hours of monthly close research
- Prepared Medicare and Medicaid cost reports
- Semi-automated Medicaid cost reports, saving hundreds of man hour input
- Directed full-cycle budget preparation and interpretation. Prepared forecasts, developed budgets and performed comparative variance analysis
- Developed cash flow projections. Monitored, managed and reported on ongoing cash flow activity
- Provided information and support to Medicare / Medicaid external auditors during review / audit
- Trained administrators for accountability in financial operations. Assisted field personnel in proper understanding and interpretation of financial statements
- Prepared, analyzed and interpreted monthly financial statements
- Reviewed financial data for internal control and external compliance
- Created AS400 computer reports for data analysis
- Prepared annual operating and capital budgets
- Reviewed schedules for capital outlays and fixed asset depreciation
- Coordinated all cash and investment activities

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Education

- BS, Accounting — Norfolk State University, Norfolk VA