

Financial/Administrative Manager

Contact Sippel Glidden at 507.269.6878

This financial operations and administrative management specialist has nearly 40 years of corporate-level cash-flow, revenue forecasting, performance measurement, sales compensation, and administrative management experience with several large/global **High Tech Manufacturing** and **Software** companies, and a large **Health Services** organization. She has exceptionally strong general management skills with demonstrated performance in results-oriented leadership, organizational development, and team building. She is a graduate of Hamilton Business College in Mason City, IA.

This finance/administration specialist has a proven ability to build strong relationships with all levels of employees, executives and associations both internal and external to an organization. She has been creative and successful in resolving conflicts, and applies strong practiced, professional competence required to manage numerous projects simultaneously. Thus far in her career she has received eight separate employer awards for superior performance, and has also served on the Boards of several area non-profit organizations.

Highlights of her career achievements include:

- As **Manager, Corporate Cash Applications**, was responsible for the consolidation of the Accounts Payable and Accounts Receivable functions for North America to insure the department team provided one consistent voice to customers and suppliers across all locations.
- In the above cash management role, business controls were improved and processes/procedures were consistently implemented resulting in a 40% reduction in staff for AP and AR.
- As **Director Sales Operations** drove the weekly sales call for the senior executive team. Responsible for issue resolution for sales between all internal organizations such as finance, marketing, services and R&D, and coordinated the resolution of all commission and quota issues.
- As **Operations Manager**, was responsible for; **Executive Office Management** (all business measurement reviews for the business unit such as cross-functional program management, key technical milestones, financial metrics, personnel metrics), **Executive Administrative Support** (a department of Executive and Admin Assistants that provide support in calendar management, mail management, action tracking, travel management, phone coverage/support, back-up support and graphics administration for the executive team), and **Sales Operations** (a department that supported the sales team with all sales metrics, compensation redesign as well as management of purchase authorization requests for marketing and sales programs).
- Over an eighteen year period, progressively acquired specialized management experience as **Admin Manager for Administrative Services, Manager Accounts Payable/Cash Control, Executive Staff Assistant to Site Controller, Manager Business Controls and Financial Systems, I/S Development Programmer Manager, Administrative Services/Site Support Management, and Development Operations Manager**.
- As **Supervisor Admissions and Patient Accounts**, managed patient admissions and patient A/R for an 800-bed hospital with specific responsibilities that included hiring and staffing for a 24X7 department, financial patient arrangements, days of revenue outstanding for patient accounts, patient bed control and placement, and cross organizational relationships with other area facilities.

This resource/candidate is only available part-time, on a contract basis.

