
AUDIT / COMPLIANCE DIRECTOR

Results-oriented **audit and compliance professional** with extensive experience in oversight and management of financial, operational, information technology, compliance and contract audits and reviews for multi-site organizations. Accomplished in the development and implementation of complex audit systems and models for matrix-based organizations and development of industry-wide standardization and best practices initiatives. Innovative and analytical with strong problem solving skills. Excellent interpersonal, communication and leadership skills. Bilingual: English/Portuguese.

**M.B.A. – B.S. Finance – Certified Internal Auditor – Certified Fraud Examiner
Certified Information System Auditor – Certified Government Financial Manager**

PROFESSIONAL EXPERIENCE

MEDNAX, Inc., Sunrise, Florida

December 2005 to Present

Internal Audit Supervisor

Responsible for conducting operational, financial and information technology audits of this publicly traded NYSE Corporation with offices in over 30 states and Puerto Rico.

- Assist the Director of Internal Audit implement Sarbanes-Oxley compliance auditing processes for financial and information technology areas.
- Develop and maintain an automated risk tracking matrix to implement a risk based audit methodology.
- Utilize COBIT framework to assess IT risk and test for Sarbanes-Oxley compliance.
- Develop compliance policies and procedures for the internal audit function.

South Florida Workforce, Miami, Florida

November 2002 to December 2005

Director, Independent Monitoring Office

Responsible for the implementation and administration of a Quality Assurance and Audit Department for this non-profit agency. Reported directly to the Executive Director and collaborated extensively with local, state and federal government officials.

Developed, established and directed compliance and audit functions for organization with multiple federal and state programs contracted with 90 community based organizations with an annual aggregate budget totaling \$100 million. Recruited and managed a team of Internal/Financial Auditors, Quality Assurance Specialists and administrative staff.

- Developed and implemented the agency's compliance program utilizing a risk-based approach. Developed compliance policies and procedures, financial management control systems, information technology systems, and reporting functions.
- Conducted technical training sessions for contracted providers dealing with contract compliance, budget preparation, and financial statement requirements.
- Led investigation of fraud, waste and abuse and recouped over \$3 million in misappropriated and ineligible expenses paid to contracted service providers to date.

Interim Chief Financial Officer (July 28, 2004 to December 2005)

Responsible for the restructuring of the accounting department and correcting past violations of federal program finance requirements. Reported directly to the Executive Director and the Board of Directors. Managed a staff of 8 accountants.

- Contracted with consultants to develop and implement a cost allocation methodology that complied with OMB A-122 requirements.
- Streamlined accounting processes to increase efficiency and productivity.

- Restructured the computerized accounting system and implemented additional modules to facilitate accrual accounting reporting.
- Competitively procured an external audit firm to perform the annual OMB A-133 financial and compliance audit.
- Restructured the agency budget for the 2005 fiscal year.
- Prepared the agency for the fiscal 2004 external audit.
- Trained staff on appropriate accounting procedures and requirements.

State of Florida, Department of Children and Families, Miami, Florida

August 1995 to November 2002

Contract Compliance Audit Unit Administrator

Challenged to lead development, implementation and administration of the first Contract Compliance Audit Unit for this state agency. Reported directly to Division Director and collaborated extensively with local, state and federal government officials.

Developed, established and directed compliance and audit functions for matrix-based organization with eight divisions plus 290 contracts with 180 contracted providers with an annual aggregate budget totaling \$180 million. Coordinated all provider monitoring activity for Miami-Dade and Monroe counties.

Managed a team of 12 auditors, an attorney and administrative staff.

- Pioneered development and implementation of the agency's entire Contract Compliance Audit Unit including risk-based operating policies and procedures, financial management control systems, information technology systems, and reporting functions. Unit is recognized as the "implementation model" statewide.
- Requested to participate in several statewide work groups to establish standardized policies and procedures and best practices for contract management and monitoring.
- Developed and conducted competency-based training sessions statewide. Conducted technical training sessions for contracted providers dealing with contract compliance, budget preparation, and financial statement requirements.
- Recruited, developed and built a strong team of 12 auditors.
- Led investigation of fraud, waste and abuse and recouped over \$5 million in misappropriated and ineligible expenses paid to contracted service providers.
- Pioneering development of a \$75,000 technology system to automate audit, compliance and reporting functions. Manage all phases of technology development including hardware/software acquisition, customization, implementation and training. System will be rolled-out statewide. First phase generated a 37% increase in efficiency.
- **Awarded the 1998 Davis Productivity Award** for foremost contributions to Unit development, rapid progress, innovations and management resulting in effective regulatory compliance and fraud reduction.

Florida Health Professionals (Tenet HealthSystem), Hialeah, Florida

November 1994 to August 1995

Assistant Controller / Accounting Analyst

Challenged to organize and re-implement new computer system, develop payment process for healthcare providers, implement QA review process, and develop business risk and feasibility reports.

Managed 50 home health subcontractor contracts. Supervised two AP staff responsible for processing \$40 million in annual transactions for this healthcare provider. Managed annual cost reporting to Medicare; performed regular service audits of invoices submitted by subcontractors; responsible for General Ledger, Financial Statements, and month-end closings. Coordinated and managed several cross-functional projects.

- Conducted a proof on AR from a financial intermediary and identified \$6.5 million in under billings.
- Customized newly-installed technology system; developed revenue forecasting models to test integrity of computer system.
- Designed and programmed an in-house parallel system using Microsoft Access to track contractor AP/AR and invoicing transactions that slashed subcontractor payment processing time by 53%.
- Implemented a QA program to measure compliance with Medicare rules and regulations.