

Allison R. Oskar

Burlington, VT

An experienced and passionate financial professional whose specialties include financial analysis for healthcare, supply chain, manufacturing, and operational activities. Extensive practice in non-profit accounting including donation, project, and grant reporting, as well as inventory and fixed asset management, agriculture, and hospitality. An avid cook and gardener who loves enjoying the food, culture, and beauty of Burlington.

EMPLOYMENT EXPERIENCE

University of Vermont Medical Center, Burlington, VT.

Financial Specialist – Business Analysis

Provide financial management and analysis for Perioperative, Supply Chain, Quality, and Community Health divisions. Work with division leaders to develop annual budgets and statistical targets. Provide variance analysis, forecasting, recommendations, and business planning to guide organization leadership in decision-making. Deliver in-depth analysis and reporting, and perform process streamlining for all areas supported. Provide education and support to clinical managers and senior leadership. Member of Value Analysis committees and the Philanthropy Advisory Group. March 2017-present.

Financial and Planning Specialist – Community Health Improvement

Managed all accounting and financial functions for the Community Health Improvement department. Reported regularly to department leadership on all operational, grant, and specific purpose fund activities, including budget variances, projections and recommendations. Regular duties included month-end entries (accruals, error correction, salary transfers), grant invoicing and reporting, department payables, and ad hoc reporting on all financial activity. Guided budget managers in the preparation of annual budgets. Ensured that all activity for the department was meeting the requirements of the annual A-133 audit, as well as providing documentation and reporting for audit as requested. March 2014-March 2017.

Vermont Public Health Association, Burlington, VT.

Consulting Bookkeeper

Recorded all payable and cash receipt entries into accounting system. Performed bank account reconciliation. Reported on all operational and grant activities to president, treasurer. July 2014-Oct 2016.

Renewable NRG Systems, Inc., Hinesburg, VT.

Staff Accountant

Lead accounting for inventory transactions and reconciliations, and fixed asset accounting including acquisitions, disposals, recordkeeping, and depreciation. Performed monthly and annual closings. Regular duties included balance sheet account reconciliations, general ledger entries, error correction, process improvement, and reporting and analysis for all departments of the company. December 2010-March 2014.

Shelburne Farms, Shelburne, VT.

Payroll and Finance Assistant

Oversaw payroll processing for 65 year round employees and an additional 130 seasonal employees. Provided accounting support for all departments, including budgeting, analysis, and reporting. Assisted in general ledger accounting, account reconciliations, and accounts payable and accounts receivable. Managed inventory for 150,000 lbs/year cheese making operation. Oversaw the daily audit of the Inn at Shelburne Farms and Restaurant. May 2004-December 2010.

Shipping and Sales Assistant

Process internet, phone and mail orders, provide customer service, and pack and ship orders for wholesale and mail order operations. June 2001-May 2004.

SKILLS, CERTIFICATIONS

Advanced user of Microsoft Excel. Proficient in Axiom EPM, Premier, Financial Edge, Quickbooks, and the Microsoft Office Suite. Current notary public. Certified in CPR/AED/First Aid and have completed training in safety and OSHA regulations.

EDUCATION

University of Vermont, Burlington, VT

Certificate in Project Management Essentials. Oct. 2014

Community College of Vermont, Winooski, VT.

Continuing Professional Development (Financial Accounting, Managerial Accounting, Macroeconomics, Microeconomics).

Sept. 2005-May 2013.

University of Vermont, Burlington, VT.

Continuing Professional Development (Intermediate Accounting I, Intermediate Accounting II).

Aug. 2011-May 2012.

University of Vermont, Burlington, VT

Bachelor of Arts in English. May 2001.

Minor: Biology