

**JACK JEFFERSON, CPA**  
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A versatile finance and accounting professional with 20 years of progressively increasing responsibilities for healthcare and public accounting firms.

Expertise includes outstanding financial, accounting, reporting, operations, recruitment, training and interpersonal skills.

## EXPERIENCE

**Superior Medical Group**, Los Angeles, California

2003-2009

### Chief Financial Officer

Directed financial operations for a physician practice management company with 310 physicians and annual revenues of \$40 million.

- Participated in the development of a five-year business plan, including detailed financial projections.
- Prepared and presented monthly financial statements and management reports to the Board of Directors.
- Created financial reports for the entire group membership.
- Created the group's human resources system, including fringe benefits, personnel policies and procedures, and a 401(k) retirement plan.
- Participated in the merger of two medical groups.
- Assisted with the acquisition of \$5 million in investment capital.
- Developed a revenue and cash flow projection model that forecasted revenue to within 5% of actual results.
- Initiated a risk management program for the company's medical group clients.
- Managed the annual audit and received clean GAAP opinions.
- Managed malpractice and other group insurance contracts, including negotiating a 17% reduction in malpractice insurance rates.
- Managed accounts receivable for 30 contracts outside the group's practice.

**General Specialists Medical Group**, Los Angeles, California

1995-2003

### Chief Financial Officer Controller

Directed financial operations for a 250-physician medical group primarily working out of the General Hospital.

- Provided financial systems that facilitated revenue growth from \$14 million to \$30 million.
- Managed the conversion of the accounts receivable management system to IDX software with no disruption to cash flow.
- Created an accounts receivable monitoring system that increased cash by \$300,000 annually.

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**General Specialists Medical Group, Continued**

- Designed and standardized financial reports that were disseminated to more than 35 operating units within the medical group while reducing the fiscal closing period by 15 days.
- Managed a portfolio of cash reserves that generated \$2.5-\$3 million annually.
- Negotiated a new medical malpractice insurance coverage for the entire group, which safeguarded the group's assets.
- Supervised the annual financial audit.
- As Controller, created the accounts chart for the medical group and organized its first accounting department.
- Established and wrote a complete set of financial policies and procedures.
- Hired and trained accounting staff.

**Bert & Ernie, Ltd.,** Los Angeles, California

1991-1995

**Senior Accountant** (1993-1995)  
**Advanced Staff Accountant** (1992-1993)  
**Staff Accountant** (1991-1992)

Performed audits for healthcare, property/casualty insurance, manufacturing, engineering, educational and non-profit organizations. As Senior Accountant, supervised audit teams. Evaluated financial internal controls for client companies. Completed requirements for the California CPA qualification.

**Palmdale CPAs,** Palmdale, California

1989-1991

**Staff Accountant**

Prepared individual and corporate tax returns for a regional accounting firm. Provided financial advice and accounting assistance for small firms.

**EDUCATION**

**Sesame University,** Oceanside, California

**Bachelor of Science, Accounting**

**Teaching:** Alphabet Mission Academy, Virgin Islands and U.S. Trust Territory

**CERTIFICATION**

California Certified Public Accountant

**AFFILIATIONS**

California Society of Certified Public Accountants  
 Medical Group Management Association  
 Hospital Financial Management Association  
 IDX Western Region Users Group, President