

JEROME T. WILLIAMS, MBA

Ohkay Owingeh NM,

SUMMARY

Experienced and accomplished leader with a proven track record of overseeing financial operations and management of teams. I'm skilled at providing financial support, analysis, and managing workflows. I have a proven track record of preparing and maintaining comprehensive financial reports.

SUMMARY OF QUALIFICATIONS

GENERAL ACCOUNTING | FINANCIAL & ACCOUNT RECONCILIATION | REVENUE CYCLE MANAGEMENT | TREASURY MANAGEMENT | DATA CAPTURE | FINANCIAL ANALYSIS | CASH FLOW PROJECTIONS | INTERNAL CONTROLS | RISK MITIGATION | PROCESS IMPROVEMENT | REVENUE RECOGNITION | RESOURCE MANAGEMENT | JOURNAL ENTRIES | PERFORMANCE EVALUATION | FINANCIAL MODELING | BUSINESS PARTNERING | PROCESS IMPROVEMENTS | FEDERAL GRANTS MANAGEMENT

- Experienced and skilled in all aspects of revenue cycle management and reporting, forecast analysis, and corporate compliance.
 - Proven skills in streamlining procedures and increasing efficiency through establishing objectives, determining priorities, and effective time management; Demonstrated skill in providing oversight of accounts payable and general ledger functions and staff.
 - Leading and collaborating in compliance audits, analyzing audit findings, and defining and implementing corrective plans and processes; Experienced in the preparation of financial statements and financial reporting.
 - Capacity to effectively and professionally interact and collaborate with all levels of an organization while building positive working relationships.
 - Ability to work well in high-pressure and deadline-driven environments.
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PROFESSIONAL EXPERIENCE

El Centro Family Health – Espanola, NM | 12/2015 - Present

Chief Operating Officer/Chief Information Officer

Responsible for planning, implementing, managing, and controlling all operations-related activities of the company including direct responsibility for accounting, finance, forecasting, strategic planning, job costing, legal, property management, IT, provider recruitment, credentialing, payer contract analysis and negotiations; Providing assistance to the Board of Directors, CEO, and Senior Leadership and guidance to designated departments to ensure the stability of the organization and ensure the delivery of patient and healthcare service programs continue to respond to the needs of both patients and the community-at-large.

- Coordinated and prepared UDS Reports, HRSA, USAC, grants applications, and periodic federal Grant reports.
- Facilitated communication among staff, management, vendors, and other financial resources within the organization.
- Managed the cost-reporting process and guided capital equipment purchases.
- Negotiated contracts with vendors, contractors, providers, and health insurance payers.
- Provided formal/informal direction in data processing, medical coding and billing, medical records, provider credentialing, and front office functions.
- Responsible for the proper use of management and enterprise systems and data, leveraging data analytics to systematically influence change for operational excellence, and ensuring appropriate standards, controls, and measures are in place.
- Provider engagement: Directing operations of the Revenue Cycle to ensure that accounts receivable are collected timely and uncompensated care is kept to a minimum.
- Reviewed denial issues and trends for maximizing net reimbursement for the health center.
- Strived to achieve goals for cash collections and AR days and to reduce bad debt and denials; Routinely reviewed revenue cycle metrics to proactively identify and address issues affecting overall performance.

Northern New Mexico College, Espanola, NM | 02/2010 - 07/2015

Bookstore Director, Adjunct Faculty Professor

Managed in-store sales to support revenue cycle. Responsible for reviewing and preparing financial data, financial projections, and results. Dealt with customer inquiries face-to-face, over the phone, and via email. Coordinated with district managers in all employee-related issues regarding employee investigations, absence issues, counseling, grievance, and discipline. Assisted in recruiting staff team members. Identified training needs and delivered training to drive sales. Prepared and oversaw the preparation of payroll documents invoices for overpayments, retirement plan transfers, W-2 controls, and worker's compensation.

- Advised senior management on various financial models and prepared complex presentations.
- Trained and reviewed the work of sales staff.
- Proactively advised and educated senior management on all aspects that financially impacted the department's operations, and provided appropriate benchmarking.
- Evaluated workflows.
- Motivated and inspired the team by providing them with the information and tools they needed to do their jobs well and meet patient expectations, Cultivated relationships outside and inside the organization.

Northern New Mexico College, Espanola, NM | 08/2006 - 01/2010

Student Activities Coordinator, Adjunct Faculty Professor

Reported to the Vice President of Student Services, directed and coordinated all student-related activities to enhance the growth and development of all students. Provided leadership to the Student Life program and employees by setting goals and direction, encouraging teamwork and collaboration within the department, and creating internal policies and procedures for staff. Was responsible for managing department-wide purchasing and budgeting. Led by providing reporting assessment plans and sharing information to encourage collaboration with other areas of campus to enhance services, marketing, website, Institutional Effectiveness, and student success initiatives.

- Organize and plan New Student Orientation including working with appropriate campus departments on the logistics of New Student Orientation.
- Plan and coordinate Student Activities and special events.
- Manage student life social media page.
- Responsible for keeping track of the Student Life budget.
- Proactively advised and educated senior management on all aspects that financially impacted the department's operations, and provided appropriate benchmarking.
- Provided ongoing feedback to the team to ensure they developed the skills and competencies required for effective planning and individual professional and personal career growth; Motivated and inspired the team by providing them with the information and tools they need to do their jobs well and meet patient expectations; Cultivated relationships outside and inside the organization.

EDUCATION & PROFESSIONAL DEVELOPMENT

New Mexico Highlands University, Las Vegas, NM

- Master of Business Administration - Finance (2014)

New Mexico Highlands University, Las Vegas, NM

- Bachelor of Arts in Business Administration - Marketing, (2014)

References available upon request

Jerome T. Williams
[REDACTED]
Ohkay Owingeh, New Mexico [REDACTED]
[REDACTED]

Dear Members of the Nominating Committee,

I am writing to express my strong interest in the position of Commissioner for the New Mexico Public Regulation Commission (NMPRC). With a background that includes extensive experience in executive-level management, strategic planning, and regulatory compliance, I am confident in my ability to contribute effectively to the NMPRC and fulfill the duties of a commissioner.

In my current role as Chief Operating Officer/Chief Information Officer at El Centro Family Health, I have honed my skills in overseeing complex operations, managing multi-million-dollar budgets, and ensuring regulatory compliance. My responsibilities include direct oversight of accounting, finance, strategic planning, and legal matters, all of which align with the competencies required for a commissioner position. I have demonstrated my ability to lead cross-functional teams, manage large-scale projects, and negotiate contracts with a variety of stakeholders, from vendors to health insurance payers.

One of the key qualifications for this role is a solid understanding of the industries regulated by the NMPRC, including utilities and telecommunications. My experience in managing operations that require strict adherence to regulatory standards, such as those set by federal and state agencies, has equipped me with the knowledge and expertise necessary to navigate the complex landscape of public utility regulation. Additionally, my role at El Centro Family Health has required me to be independent of any financial interests in public utilities, ensuring my impartiality and commitment to the public good.

I hold a Master of Business Administration with a focus on Finance from New Mexico Highlands University, where I also earned a Bachelor of Arts in Business Administration with a concentration in Marketing. These academic qualifications, combined with over a decade of professional experience in areas relevant to the NMPRC's mandate, position me as a strong candidate for this role. My experience in financial analysis, risk mitigation, and compliance auditing directly supports the NMPRC's mission to set fair and reasonable rates while ensuring reliable service to the public.

Furthermore, I'm registered member of the democratic party and I'm committed to dedicating my full time and attention to the responsibilities of the Commission, and I am eager to bring my expertise in operational excellence and regulatory compliance to this critical role.

I am enthusiastic about the opportunity to contribute to the NMPRC and help shape the future of public utilities regulation in New Mexico. I look forward to the possibility of discussing my application further and am available at your convenience for an interview.

Thank you for your consideration.

Sincerely,

Jerome T. Williams