

# Octavius D. Gonzaga

## RESUME

GOV. MSG. NO. 793

### *Qualifications and Skills*

Twenty Three Years Experience in Financial Management; 8 years experience in hospital financial management ,11 years experience in Community Health Center, and 4 year experience in Addiction Services Clinic's Financial Planning, Forecasting, Management, and Administration including 9 Years as a Chief Financial Officer/Financial Director.

### *Experience*

Jan 2011 – Present Financial Director Ku Aloha Ola Mau (KAOM), Honolulu, HI. See below for Duties.

Jan 2009 – May 2010 Finance Manager Koolauloa Community Health & Wellness Center (KCHWC), Hauula, HI. See below for Duties.

Jan. 2004-November 2008 Finance Director-Livingston Medical Group (LMG), Livingston, CA, See below for Duties.

#### **Duties:**

Prepare the Financial Statements for month-end close. Prepare the Federal, State and Grant budgets, this includes Forecasting Planning and Proforma Modeling, also reconcile state reports such as the PPS Reconciliation Report of MedQuest HI/Medicaid CA. Establish a routine five year forecast to be used for benchmarking the progress of the Corporation. Note this is required in obtaining a Federal 330 grant for the corporation. To follow up the reconciliation of the PPS reimbursement with the State representative and also the representatives for the health plan. Download and structure the data from the practice management system to be used for mining information as proof of patient visits. Submit and manage the engagement of the Audit with outside CPA. With the help of the CPA Submit the 990 Tax Report to the IRS. Calculate and submit the Year End Cost Report for Medicare and Communicate with National Government Services to ascertain how much is the Fiscal Year Cost Settlement. For KCHWC and LMG, prepare and submit the Uniform Data Set (UDS) report to the Bureau of Primary Healthcare. For the California Clinics prepare and submit to the Office of Statewide Health Planning and Development (OSHPAD) the ALIRTS utilization report. For the three companies above beginning with Livingston Medical Group, prepare and submit a request for a Rate Scope Change (a change in the reimbursement rate for Medicaid Payments); Medicaid of CA approved 2 Rate Scope Change for LMG, MedQuest, HI approved two Rate Scope Change for KCHWC and one for KAOM

April 2003-Jan. 2004 Controller-Community Medical Centers (CMC), Stockton, CA Supervise Billing Department staff and Payroll Clerk, coordinate month-end close. Prepare, analyze and bill the monthly grant report, assist grant managers to prepare grant budgets, forecasting and proforma statements. Reconcile the Fixed Asset for CMC.

July 1999-April 2003 Budget Analyst-Golden Valley Health Centers (GVHC), Merced, CA. Prepare the budget of the consolidated corporation that GVHC submits to the Department of Health and Human Services. Establish a routine five year forecast to be used for benchmarking the progress of the Corporation. Note this is required in obtaining a federal 330 grant for the corporation. With this budget I would prepare the budgets for 14 Medical and 6 Dental clinics that GVHC operates. When I started at GVHC the company did not have a coherent budget that was loaded in our accounting system. GVHC now has a meaningful budget that we could use to analyze the company's financial position. Part of my duties is to close the books and prepare the financial statements, analysis, operating statistics to be given to the Governing Board by the CFO

Feb.1998-July1999 Assistant Controller-Community Hospital of Los Gatos (CHLOG), Los Gatos, CA. Perform the Month-End closing of the financial systems up to the preparation of financial statements and operating statistic reports to the governing board and the regional Vice President of Financial Operation. Supervise the day-to-day operation of the general accounting department under the guidance of the Controller.

July1991-Feb.1998 Staff Accountant-Doctors Medical Center (DMC), Modesto, CA. Duties include entry-level accounting responsible for reconciliation of cash account and other routine accounting work. Prepare Bad Debt analysis of DMC's accounts



receivables, Operating Statistics report to the Governing Board, and eventually preparing Financial Statements as an Acting Asst. Controller.

### ***Education***

Graduated winter of 1991 from California State University Stanislaus; with a Bachelor of Science Degree in Business Administration and a concentration in Accounting. GPA 3.41/4.00 Education Highlights include representing CSU-Stanislaus in the Business Games sponsored by University of Nevada Reno. I had the honor of representing the university as an undergraduate and graduate student.

### ***Memberships***

Former member of California Primary Care Association specifically was a voting member in the Finance Committee, the Federal 330 Committee, the Rural Health and Migrant Committee CY 2004 – CY 2008. Was also an active member of the National Association of Community Health Centers CY 2004 – CY 2008. Presently a member of the Hawaii Statewide Health Planning and Development Agency – Windward Oahu Service Area Committee

