



LINDA BEE COOPER, CPA

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EXPERIENCE

Precision Spine Care and Related Entities

CFO / COO – December 2005 – Current

Responsible for Clinical Operations, New Business Development, Lab, Pharmacy, Scheduling, HR, Payroll, and Accounting for the practice of 11 physicians and 12 Mid-Levels in a Neurosurgery and Interventional Pain Practice with locations in Tyler, Longview, Texarkana, Sulphur Springs and Lufkin. Responsible for weekly Physician meetings. Proficient with various software including Pulse Pro Practice Management, Quick Books, Word and Excel.

During my 10 years at Precision Spine Care, I have led the practice in growing from 1 Physician and 1 Midlevel, to 3 Physician and 3 Midlevels and then merging with 2 other practices to have 9 Physicians and 8 Midlevels. The practice also opened full time offices in Longview and Texarkana bringing the total number of Physicians to 11 and Midlevels to 12. The clinic also added an in-house compounding pharmacy and in-house Complex Analytical Laboratory. The practice has also recently purchased 2 pieces of Real Estate that will be renovated and clinics in Tyler and Longview will be relocating.

Texas Spine and Joint Hospital and TSH Holdings

CFO – October 2002 – December 2005

Responsible for Accounting and Finance, Business Office, Medical Records, Purchasing and Front Desk. Presented monthly financial reports to the Board of Directors and to the Partners every quarter. I was hired as CFO to help open the hospital. As part of opening the hospital, I was responsible for setting up all purchasing contracts, insurance contracts, hiring all staff, billing for all patient encounters and collections, buying supplies and equipment for the hospital.

Texas College

Controller – February 2002 – October 2002

Responsible for Accounting and Finance for 4 year Accredited College. Responsible for financial reporting of all federal and private grants and loan for students. Responsible for Accounts Payable and Accounts Receivable. Responsible for bank reconciliations and financial reporting to CFO.

The University of Texas Medical Branch - Galveston

Consultant – PeopleSoft Finance Project Leader – May 2001 – February 2002

- Lead Finance Team for Education and Government 7.5 General Ledger and Grants implementation as part of the Project Management Team. Assisted in Chart of Accounts Design. Participated in Fit / Gap for General Ledger and Grants. Assisted in setting up development database for General Ledger. Served as a member of the Project Management Team and participated in decision making regarding the project. Assisted in maintaining and developing the Project Plan.

The University of Texas Health Center at Tyler

Director of Accounting – March 1998 – May 2001

- Supervised the functions of Payroll, Time and Attendance, Budget, Accounts Payable, Accounts Receivable, Travel, Grants and Contracts, and General Accounting. Responsible for the preparation of the Annual Financial Report, monthly financial reports, Annual Budget and Legislative Appropriation Request, W-2s for 1,600 employees and 1099s for vendors. Served as Director of MSRDP Practice Plan. Kept current on all Federal, State, UT System and UT Health Center policies and regulations in carrying out the functions of Accounting. Prepared Strategic Plan and Budgets.

The University of Texas Health Center at Tyler

Assistant Director of Accounting – February 1996 – March 1998

- Supervise the functions of Payroll, Time and Attendance, Accounts Payable, Accounts Receivable, Travel and General Accounting. Responsible for the preparation of the Annual Financial Report and monthly financial reports. Responsible for the reconciliations of bank accounts, general ledger accounts, State Appropriations, capital assets, staff benefits and endowments. Prepared payroll tax deposits, quarterly 941 reports for IRS and W-2s for employees. Prepared reports for UT System, Administrative Officers and Department Heads.

The University of Texas Health Center at Tyler

Cost Accountant – February 1993 – February 1996

- Develop and maintain cost accounting system for entire hospital, develop and maintain patient case mix system, prepare Strategic Plan, prepare Utilization Management reports, prepare various reports for Chief Financial Office, UT System and other State Agencies.

The University of Texas Health Center at Tyler

Accountant – June 1991 – February 1993

- Monitor and maintain subsidiary and general ledger accounts, assist in preparation of Annual Financial Report and annual budget, maintain payroll encumbrances and disencumbrances, balance payroll system with accounting system, prepare various reports for Chief Financial Officer, UT System and other State Agencies.

Voluntary Hospitals of America, Inc., Irving, TX

Staff Internal Auditor – January 1991 – June 1991

- Assist with audits of supply companies of VHA Hospitals, audits of VHA Home Health Care Agencies, audit of VHA, Inc. and other special audit projects.

EDUCATION

BBA in Accounting and Information Systems – Baylor University – May 1990

MBA – University of Texas at Tyler – May 2013

CPA License – March 1993

AWARDS AND ACKNOWLEDGEMENTS

Beta Gamma Sigma Member – May 2013

NERVES member

MGMA member