

# Denise Grant

## Office Manager

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FINANCIAL CONSULTANTS OF ALASKA & WASHINGTON ▪ 907.790.1026 ▪ fcaw@fcawreimbursement.com

Denise joined the FCAW staff in January 2010 as the Office Manager. Prior to her employment with FCAW, she was staff account for a religious organization where she performed all bookkeeping duties, payroll and administered the health insurance and retirement benefits for employees. Her previous experience includes an Office Manager for a large Family Practice office where she gained knowledge of running a medical clinic and supervised 25 employees. Since this was a new position, Denise created and developed policies and procedures for the staff and physicians. Her duties included disciplinary actions, analyzing staff and office needs, and maintaining open communications with her staff. She performed evaluations of the staff and maintained the personnel record keeping. Her position required review of the medical insurance billing for Medicare, Medicaid and major insurance companies. Her financial duties encompassed payroll, overhead management, accounts payable and receivables, medical billing, budget analysis, review of monthly financial statements, general ledger, and quarterly and year-end tax reports. Prior to her role as Office Manager for this medical facility, she worked three years as a receptionist in a medical office.

Denise was born and raised in Portland, Oregon and has lived in Juneau, Alaska since 1983.