

# ISMAEL PEREZ, MBA

---

## EXECUTIVE SUMMARY

Accomplished executive with significant and progressive administrative and financial experience in higher education and health care. Specific experience in developing and improving financial and accounting processes, revenue generation, internal controls, risk management, financial analysis and reporting, operational and capital budgeting, regulatory reporting, procurement, payroll, customer service process improvement, contract negotiations and strategic planning. Proven record of accomplishment in managing personnel and financial operations in data driven decision-making environments. Skilled at leading teams to achieve organizational goals.

## EMPLOYMENT HISTORY

**City University of New York, York College**  
Jamaica, NY

Jan 2014- July 2023

### Assistant Vice President, Planning & Budget

Responsible for developing and implementing the college's **\$100 million** annual operating budget, **\$200 million**, five year capital budget and 3 year Financial Plan

- Manage and lead directors in the general operations of the Business Services Division of the College including General Accounting, Procurement, Fixed Assets, Mail Room, Receiving and Print Shop
- Responsible for the Office of the Bursar, Office of the Budget and the development and implementation of fiscal and budgetary procedures, protocols and controls
- Oversee the preparation and analysis of financial statements, 990 tax returns and other financial reports, monthly closing as required by the University Controller's Office, Office of the State Comptroller and the College.
- Serve as the primary liaison with the Foundation's investment managers; attend and present at the Foundation's Budget, Audit and Investment Committee meetings and provide support to the Board of Directors as needed.
- Review personnel and non-personnel spending with academic department chairs and executive cabinet
- Liaise with CUNY and State Officials regarding financial reports and policies
- Review and oversee all campus tax-levy and non-tax-levy budgets and other related-entity budgets
- Ensure compliance with all appropriate City, State, Federal and GAAP accounting and regulatory requirements
- Ensure the proper implementation of University-wide financial and accounting systems on the campus
- Interact with the college's Personnel and Budget Committee on budget issues
- Work Collaboratively with Human Resources and the Compliance Office to develop and implement appropriate workflow and position management processes
- Support Facilities, IT and other administrative offices by helping to align funding with departmental goals
- Lead ad-hoc committee charged to develop new revenue streams
- Manage team of thirty professional and support staff

### College Service:

- York College Foundation Board Treasurer
- York College Auxiliary Enterprises Board Treasurer
- York College Association member
- Strategic Planning committee member
- Middle States committee – Standard VI committee chair
- Customer Service Task Force - committee chair
- Hispanic Serving Institution/Title V - committee chair
- Revenue Generating Committee – committee chair
- National Association of College University Business Officers (NACUBO) Inaugural Fellow (nationwide search)

**Independence Care System**  
New York, NY

Mar 2013 – Jan 2014

Vice President, Finance

- Directed and coordinated all day-to-day processes of the finance department including financial reporting and analysis, regulatory reporting, disbursement processing, budgeting, payroll, and accounts receivable functions
- Coordinated and prepared year-end and all external audits
- Prepared and monitored financial statements, variance reports, and other analyses on a monthly basis to support corporate strategic goals and objectives
- Coordinated the preparation, review, approval, and distribution of the annual budget and periodic reforecasts
- Monitored department budgets and explain variances
- Prepared financial analyses of operations, including preparing interim and annual financial statement schedules
- Managed cash flow and organizational investments
- Reviewed IBNR calculations and evaluate appropriate reserves in conjunction with Actuary
- Oversaw payment of claims to providers
- Reviewed and approve all Form 990 tax returns and 1099 filings
- Prepared quarterly Medicaid Managed Care Operating reports (MMCOR)
- Developed financial policies and procedures
- Managed staff of 10

**EmblemHealth (formerly HIP Health Plan of NY)**  
New York, NY

Feb 1999 - Feb 2013

Director, Financial Planning and Analysis

- Managed and oversaw the development of the **\$1.2 billion** operating expense budget
- Prepared monthly variance analyses at the divisional and corporate level
- Responsible for managing divisional administrative expenses
- Monitored divisional expenses to maintain fiscal alignment between budget and spending and advised division heads of best practices to remain within budget
- Developed the framework for monthly reporting and for collecting data to manage administrative expenses
- Developed a process to forecast quarterly budget and expense forecast
- Prepared annual operating and capital budgets and coordinated the budgeting processes of more than 150 departments
- Met monthly with SVPs and department heads to review and monitor expenditures
- Developed budgeting processes to ensure established timelines were met
- Oversaw the entry of monthly accruals. Conducted analyses as needed by senior management including, but not limited to, financial modeling, financial reporting, budget and forecast analysis
- Managed a team of 15 professionals

Assistant Director, Internal Control Standards and Practices (3/07 – 4/10)

- Evaluated and executed internal control testing under Sarbanes-Oxley (SOX) using walkthroughs, inquiries, tests of controls, and re-performance procedures
- Managed internal and external staff documenting and performing SOX internal controls testing. Reviewed testing workpaper documentation
- Evaluated internal control deficiencies, proposed remediation to management, monitored implementation of remediation plans, followed through on remediation closure
- Managed periodic review of department structure and approach to Sarbanes Oxley compliance
- Implemented and administered the automated Sarbanes-Oxley compliance tool (Oracle GRC reporting software)
- Managed staff of six

Assistant Director, Budgeting and Forecasting (2/99 – 3/07)

- Prepared, reviewed and uploaded \$700 million annual operating and capital budget into PeopleSoft budgeting system
- Prepared quarterly and monthly expenditure forecasts
- Prepared financial models using pivot tables, v-lookup and other advanced Excel functions
- Generated monthly financial reporting packages including flux analysis for senior management
- Prepared monthly variance reports, monitored actual spending to budget and analyzed trends

- Developed and conducted staff training on budget preparation, variance analysis, coding, accruals and PeopleSoft
- Created customized PeopleSoft nVision reports
- Prepared confidential analyses and reports as required
- Supervised staff of two professional

### **Planned Parenthood of New York City**

1997 -

1998

New York, NY

#### Director of Financial Analysis & Training

- Prepared **\$20 million** annual operating budget, including year-end forecast and capital budget
- Performed financial review and modeling of proposed managed care contracts, assessment of services provided, unit cost analysis and unit cost versus reimbursement
- Prepared Medicaid and Blue Cross cost reports and responsible for other reimbursement related issues
- Conducted staff training sessions for budget preparation and variance analysis
- Supervised staff of two professionals

### **Goldstein, Golub, Kessler & Company, P.C.**

1995 -1997

New York, NY

#### Senior Consultant

- Prepared financial projections, forecasts and program and operating budgets
- Performed financial readiness assessments to determine viable capitation rates for managed care health centers
- Reviewed managed care contracts for health centers
- Assisted community health centers and not-for-profit corporations assess the feasibility of expansion
- Developed presentations on managed care and financial and strategic planning

### **KPMG Peat Marwick**

1993 - 1995

Financial Management and Planning Practice

Short Hills, NJ

#### Consultant

- Performed financial modeling in connection with feasibility studies
- Performed detailed financial reviews, staffing analyses and cost comparisons to identify expense reduction and revenue enhancement opportunities
- Prepared Medicaid and other health care facility cost reports
- Obtained and analyzed financial, market and demographic data necessary to prepare market demand studies

#### **EDUCATION:**

**Zicklin School of Business, Baruch College, City University of New York, NY**

Master of Business Administration – Accounting

**Columbia University, Columbia College, New York, NY**

Bachelor of Arts – Economics

#### **SKILLS:**

- Proficient in Oracle-based *CUNYfirst* accounting system, PeopleSoft Financials, including nVision, Query Manager, Hyperion Budgeting, Microsoft Excel, including pivot tables, v-lookup functions, Microsoft Access including development of databases, custom forms and data imports, Microsoft PowerPoint, Microsoft Project, Oracle Governance, Risk and Compliance Manager (GRC)

#### **LANGUAGES:**

- Fluent in Spanish