

# Len Laid-Off

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**Accounting professional** with a successful and progressive record of performance in diverse areas of financial operations, including corporate, non-profit, CPA firm and banking experience.

- Demonstrated record of improving profitability and operational efficiencies
- Proven ability to motivate and interact effectively with all levels of management, staff and clients
- Excellent communication and leadership skills

## Areas of expertise include:

- |                        |                       |                             |
|------------------------|-----------------------|-----------------------------|
| • Cash Flow Management | • Banking & Finance   | • Business Strategy         |
| • Accounts Receivable  | • Liability Insurance | • Business Operations       |
| • Accounts Payable     | • Payroll and 401K    | • Customer/Vendor Relations |

## EXPERIENCE

### **Assistant Controller / Accounts Payable Manager**

20xx – 20xx

Advantage Health Services, Tenafly, NJ

*Provider of services for psychological and addiction problems*

- Managed vendor relations and partnered with operations management to exceed service levels.
- Reduced costs by 25% through vendor management, uncovering errors and resolving disputes.
- Established processes and protocols leading to improved relations with vendors.
- Led refinancing project for auto lease project that reduced interest charges.

### **Independent Accounting Contractor**

20xx – 20xx

Greenland Chemical Company, Clifton, NJ and Soho, LLC, New York, NY

*National environmental chemical government contractor*

- Researched and selected vendors for special projects for a facility in South Carolina.
- Advised and strategized closing of a business involving government entities and vendors.
- Established reporting to State of New York that determined tax liability and removed delinquent status.
- Uncovered bank exposure for clients including the value of collateral that resulted in security change.
- Reviewed client books and records, alerted the bank for exposure with collateral (accounts receivable, inventory or fixed assets) and lack of remittances that affected the bank's security.

### **Treasurer/ Controller**

20xx-20xx

Promotion in Motion, Inc., Englewood, NJ

*International marketers/distributors of confectionary products*

- Reduced A/R collections from 36 to 33 days; improved borrowing milieu by lowering interest rates.
- Implemented company-wide 401K plan; reduced insurance exposure and related costs.

### **Staff Accountant**

19xx – 20xx

Taylor, Wolf & Company, Wayne, NJ

*Certified Public Accountants*

- Satisfied multiple bank clients with review of books and records on prospective and existing borrowers for determining the value of their collateral as well as evaluating reports that were used for monitoring.

## EDUCATION

M.B.A. Business Administration, Seton Hall University, South Orange, NJ

B.S. Business Administration, Elizabethtown College, Elizabethtown, PA

Continuing Education: Effective Speaking and Human Relations, Dale Carnegie

## COMPUTER SKILLS

- Proficient in Word, Excel, Access, SBT, ACCPAC and Traverse.
- Experience with QuickBooks and ADP Payroll.