

**ACCOUNTING, RISK, INSURANCE & TECHNOLOGY MANAGER**

Strategic Business Planning / Budgeting / Broker Relations / Risk Management / Financial Analysis  
Project & Vendor Management / Process Streamlining / Insurance Program Management / HR Policy

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Results oriented professional successful in designing, planning and executing financial and technological strategies and policies. Change agent experienced leading people through all phases of business policy transformation including planning, evaluation, cost analysis, budget preparation, vendor selection, acquisition and implementation. Computer power user with strong analysis skills that yields enhanced business processes, improved productivity, and superior corporate financial performance.

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**PROFESSIONAL EXPERIENCE**

Confidential. West Caldwell NJ

1995 - Present

**Accounting, Risk, Insurance & Technology Manager**

Trusted member of the executive management team reporting to the President/CEO and lead strategist for business process, credit policy, financial, technological and software based solutions within the firm. The firm is a 60MM+ commercial interiors subcontractor providing project management functionality and value added engineering. Clients include major pharmaceuticals, hospitals, schools and universities.

Responsibilities include:

- Direct AP, AR, JC & PR accounting staff.
- Negotiation, procurement, risk and cost analysis of all corporate insurance.
- Employee benefits analysis, buyout and administration.
- HR policy and management.
- Contract risk analysis, negotiation & management.
- Subcontractor risk management.
- Creation and implementation of standard operating procedures and reporting.
- Purchase and manage all IT and telecom assets and contracts.
- Identify & implement technologies that enhance operations and drive down costs.
- Design and implement custom job cost analysis tools with input of department leaders.
- Strategic business planning and development new/existing markets.

Lead the annual Corporate GL Budgeting project.

- Analyze and forecast revenue and expense trends.
- Develop multi-year, multi-scenario corporate business plans.
- Establish budgets, sales, and profit goals for all departments.
- Design strategies to increase operational efficiency.

Recently completed the transformation of Accounting & Project Management processes.

- Coordinated the deployment of networked Estimating and Project Management software.
- Created a new cost code structure for the company.
- Analyzed and redefined accounting staff department duties.
- Designed/implemented field and office procedures to streamline internal payroll operations serving 450 field employees.

**Result: Increased project profits by providing detailed reporting and analysis tools.**

- Analyzed and implemented standard fiscal, system and operational policies for Timberline inventory management system.

**Result: Increased productivity and eliminated redundancy in the accounting, purchasing, and project management groups.**

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Manage and direct all credit related functions including collection policy, approval of new clients, lien filing and the selection of strategic partners to assist in the collection process. Implemented a review process to assure that every opportunity has an appropriate margin to mitigate credit risk factors associated with the sale. **Result: Increased sales while maintaining zero bad debt.**

Additional cross-functional responsibilities include:

- Ensure business continuity through disaster recovery planning and infrastructure configurations that guarantee a secure business environment.
- Analyze subcontract documents to assure appropriate risk transfer to subs is in place.
- COBRA compliance management.
- Reconciling PR, AR, & AP to themselves and GL.
- IT project management, AR management and Change Management.
- Present software training seminars and usage manuals reinforcing seminars.

Directed the implementation of the firm's first and second Internet site.

- Brought site up ahead of schedule.
- Selected and negotiated contracts with vendors, software and hardware providers.
- Integrated T1/ISP data project with telephone service. **Result: 20% total cost reduction.**

Created & lead the team responsible for the selection and migration to an ERP/MRP solution for the firm.

- Lead the cross-functional team that analyzed options.
- Created and implemented structure for all internal processes and controls.
- Responsible for the financial impact analysis, development and staying within project budget.
- Designed and implemented the corporate-wide LAN and software solutions.  
**Result: 50% increase in overall accounting department productivity.**
- Became a Timberline Gold Accounting Certified Software Consultant.  
**Result: Saved 60% of implementation cost.**
- Designed/deployed custom reporting for the Project Management team.  
**Result: 25% increase in Project Management productivity.**

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### **EDUCATION & TRAINING**

Graduate School of Management/Rutgers University; Newark, NJ  
**Master of Business Administration**

New York University/New York, NY  
**Bachelor of Science, Cum Laude**

Timberline Software Certification Program/Beaverton, OR  
**Certified Accounting Trainer Consultant**

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### **COMPUTER SKILLS**

Excel, ERP, MRP, PowerPoint, Access, ODBC, Crystal Reports, Timberline Accounting, Word, Outlook, Exchange Server, Timberline Report Designer, Windows, Windows Server, LAN Networking, WAN Networking, VPN, Server Design, Reports, Inquiries, Internet