

Laura A. Lavender

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WORK HISTORY

CONTROLLER | June 1995- Current

Roli Retreads, Inc – Farmingdale, NY

- Administers and maintains all corporate financial records including computerized books of original entry, supporting schedules and subsidiary ledgers of multimillion-dollar company
- Maintains all corporate policies related to accounting matters
- Collects and analyzes corporate financial data to provide reports including cash on hand, credit card balances, AP and owner's equity
- Performed computer-based accounting functions through P&L including bank reconciliations, custom reports, and journal entries in Quickbooks
- Handles weekly payroll reporting and processing as well as onboarding and termination of employees
- Oversees all accounts payable and accounts receivable functions
- Prepares monthly analysis of GL reconciliation, and performs adjustments as needed
- Trains and supervises employees in A/R, collections and office duties
- Builds out processes for monthly and quarterly filing of sales tax returns and registration in new states as required
- Collaborates with CPA on preparation of financial statements and tax returns
- Handles all human resource related issues including disability, NYS Paid Family Leave and Workers Compensation claims
- Records all OSHA incidents and accidents and files reports

ACCOUNTANT | December 1991 – June 1995

Tika Holding Corp. – Long Island, NY

- Oversaw balance sheet across cash accounts, accounts receivable, prepaid assets, fixed assets, accounts payable, and accrued expenses
- Prepared monthly accounting closing schedule
- Assisted in year-end closing and interaction with outside auditors & tax preparers

ACCOUNTANT January 1991 – November 1991

Laboratory Consultants - Long Island, NY

- Communicated with external parties to reconcile account problems
- Developed and executed internal controls to improve accuracy and reduce error rate
- Performed monthly bank reconciliations and GL account analyses for assets
- Ensured accurate data entry of accounts payable and timely processing of accounts payable checks
- Assisted with payroll for over 100 employees
- Assisted outside auditors with interim and year-end financial statements

ACCOUNTANT | May 1990 to December 1990

Bianculi Dellefave CPAs- Long Island, NY

- Assisted Senior Accountants on audits of large clients and preparation of financial statements and tax returns
- Entered clients' transactions in computerized system

SKILLS

GAAP; GL accounting; Accounts Receivable; Accounts Payable; QuickBooks; Peachtree Accounting; Excel; Word; Auditing

EDUCATION

Adelphi University – Garden City, NY

Bachelor of Business Administration, Accounting