**MARIO MUOIO**

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**FINANCE AND ADMINISTRATION**

High-impact, hands-on critical thinker bringing valuable insight beyond the numbers that evolve into more strategic and collaborative planning responsibilities, focusing on company performance and the ability to exercise sound judgment, while managing operational and financial risk. Collaborate with leaders across the organization on financial issues impacting their areas of accountability to create actionable insights and analysis in support of strategic initiatives. Business partner comfortable participating and leading conversations and the exchange of ideas solving business challenges that identify new opportunities.

**PROFESSIONAL STRENGTHS:**

* Financial Operations Mgmt.
* Financial Systems and Controls
* Financial Analysis and Reporting
* Budgeting and Forecasting
* Treasury/Cash Management
* Performance Metrics
* Strategic/Growth Planning
* Internal/External Audit
* Vendor Contracts/Negotiations
* Information Technology
* Risk Management/Insurance
* Corporate Entity Restructuring
* HR Benefits and Administration
* Cross Functional Leadership
* Facilities Management

**KEY ACHIEVEMENTS:**

* Supported unprecedented revenue growth from **$8 million to $275 million** resulting in expansion of original parent company into **(5) corporate entities each with numerous divisions**.
* Increased EBITA by **10% within 18 months** via operational efficiency, controlling costs improving margins
* Cut receivable write offs by **$440,000** by developing credit policies, instituting aggressive collection strategies and establishing constructive dialogue with delinquent accounts
* Successful implementation of new Financial System Platform and conversion saving **$125,000** in consulting costs
* Managed and negotiated all commercial and professional lines of insurance producing **$600,000** in premium savings by leveraging the volume of 5 corporate entitles
* Automated the process of capturing billable expenses into the GL. Developed a process audit that discovered **$250,000** in un-billed client expenses. Saved **2 full days** exporting/posting of AR down to **1 day**.
* Streamlined accounting close process to a **5-days** and reduced DSO by **20%** for over **$34M million** in AR
* Realized operational efficiencies by consolidation of payroll from 4 locations **to 1**, **$300,000**, annually
* Maintained the adherence of sales calculation tools ensuring minimum sales and profit margins resulting in an average year over year increase in net income by **37%**
* Led all Facilities Management and lease negotiations resulting in the successful build out & opening of **(10)** national sales offices. Secured financing with favorable negotiated terms of related capital expenditures.

**PROFESSIONAL EXPERIENCE:**

**FINANCIAL MANAGEMENT CONSULTANT**

**Customer Driven Staffing; Fort Lauderdale, FL**   **Q3 2019**

With a deep focus and understanding of Service Industry profit drivers and trends, performed financial due diligence activities impacting valuation and negotiations. Tailored transaction advisory reports specific to key issues including;

* Revenue analysis: Review key drivers of the business and evaluating the quality and sustainability of EBITDA
* Expenses: Analysis of cost of sales, SG&A, R&D, corporate overhead, key suppliers
* Analysis of assets and liabilities, assessing net working capital, valuating the working capital trends and requirements
* Analysis of company cash flows, Identifying potential exposures, obligations, and contingencies
* Sales and Revenue projections, review key assumptions on income statement, balance sheet, cash flow statements

**SENIOR MANAGER, FINANCE and ACCOUNTING**

**CERS, LLC; Boca Raton, FL 2018 - 2019**

With a strong track record helping companies in transition to accelerate business success, along with a thorough understanding of the staffing industry, immediately integrated into the organization to add real value within a short space of time. Strategically focused ownership for a variety of business-critical projects over a 6-month period bridging the gap between the current finance processes to cement growth. Involved in a variety of day-to-day finance duties, as well as providing results of an executed plan supporting several high-profile finance projects.

* Prepared weekly/monthly financial reports, cash management, and end-to-end budgeting forecasting processes
* Setting key KPI’s related to Performance Benchmarking
* Converted Financial system to new platform, with integrations ensuring systems are robust, compliant and capable of supporting future growth
* Successfully moved projects along to completion via negotiations of corporate wide contract renewals of lease facility agreements, insurance and benefit programs, software licensing and IT vendor infrastructure refresh

**SENIOR MANAGER, FINANCE AND ADMINISTRATION**

**P2P Staffing Corporation; Coral Springs, Florida September 2012- March 2017**

Accountable for the administrative, financial and risk management of the company, to include the development of the financial and operational strategy, metrics tied to that strategy, and the ongoing development and monitoring of control systems designed to preserve company assets and report accurate financial results.

* Directed all aspects of financial operations ensuring appropriate structure, policy, strong management across general accounting, accounts payable, receivables of **$30 million**, payroll, treasury, budgeting, financial reporting
* Ensured timely and accurate analysis of company’s financial performance with respect to budgets, trends, forecasts focusing on flexibility during high growth and rapid change in support of **$275** million in revenue
* Reported, built, and published KPI's to benchmark for growth goals and the competitive landscape
* Collaborate closely with the division leaders to analyze and report out on budgeted results and when necessary, re-forecasting to shape decision-making
* Analyze and develop policies, procedures, and systems to ensure effective internal controls, optimum efficiencies, and improvement of processes.
* Study long-range economic trends and project their impact on future growth in market share
* Identify opportunities for expansion into new product areas.
* Establish and administer all government reporting procedures to ensure accurate and timely information is provided in compliance with all laws and regulations.
* Act as an independent advisor to the business, managing and coordinating the relationship with external professional advisors (including auditors, tax advisors, legal counsel), on issues which present a financial, operational or compliance risk for the legal entity.
* Managed the monthly accounting processes, GAAP compliant reporting, payroll management, invoicing, and financial tracking of funding contracts.
* Implemented a robust contracts management and financial management/ reporting system; ensuring adherence of contract billing and collection schedules and that financial data and cash flow are steady support operational requirements.
* Raised operational effectiveness designing/directing the implementation of ERP/CRM system, conversion of financial systems to GP Dynamics. Led enterprise rollout of cloud-based computing achieving 24/7 system accessibility

**MANAGER, FINANCE AND OPERATIONS**

**P2P Staffing Corporation; Coral Springs, Florida January 2007 – September 2012**

Reporting directly to the CEO, successfully provided accurate, timely high quality financial information to business leaders to help drive critical business decisions. Led the organization’s commercial journey during a period of hyper growth whilst implementing best practices to facilitating timely, accurate, and actionable financial information/reporting in an efficient manner for multiple levels of the organization.

* Plan and manage the annual budgeting process for five distinct business entities all numerous verticals for consolidated reporting
* Prepare reports that detail the financial position in the areas of income and expenses based on past, present, and future operations.
* Analyze and develop policies, procedures, and systems to ensure effective internal controls, optimum efficiencies, and improvement of processes.
* Liaison for lending/financial institutions. Negotiated structured funding agreements, **base point reductions**, saving **$1 million** in interest, favorable covenants and securing lines of credit decreasing **COGS by 3%**
* Maintained effective and adequate insurance coverage minimizing risk to the organization; professional/general liability, officers/directors, workmen’s compensation, unemployment & property
* Accounting Month End Close: Provided support, reconciliations and entries for banking/cash, revenue, expenses and payroll.
* Expense Management: Reviewed and approved invoices ensuring contract compliance and researched variances
* Treasury: Managed relationship with B of A, administrator on cash management system and reconciled bank accounts ensuring compliance with all loan covenants
* Revenue Management: Developed Pull weekly/monthly sales reports to make monthly revenue estimates, pursue collections and adjust revenue as needed. Properly recorded revenue, set reserves and reviewed overhead charges for month and year-end closing activities and reporting for the enterprise
* Oversight of employee benefits administration, calculation of benefit contribution rates, proposals, selection of carriers and served as 401(k) plan administrator including annual compliance testing

**IT FINANCE MANAGER**

**Spherion Corporation; Fort Lauderdale, FL April 2002 – December 2006**

To ensure that technology is aligned with business goals, analyzed technology costs across divisions, with a “dotted line” reporting relationship to the chief financial officer.

* Forecasted, and reported the operational budget for the IT department. Vetted costs for the IT component of business plans for other departments.
* Responsible for the overall contract administration and financial management for the IT department’s hardware, software and service agreements including cost center reporting; tracking; project tracking (CapEx/Operational G&A); asset management; billing; analysis; resource tracking (internal capitalized labor).
* Authored IT workflow documentation and tested procedures to ensure adherence to policies related to the Sarbanes-Oxley Act compliance requirements and other financial controls.

**OTHER RELEVANT EXPERIENCE**

**MANAGER, FINANCIAL PLANNING AND ANALYSIS NationsRent, Inc.; Ft. Lauderdale, FL**

**SENIOR LEAD, FINANCIAL REPORTING AND ANALYSIS NCCI Holdings, Inc.; Boca Raton, FL**

**INTERNAL AUDITOR NCCI Holdings, Inc.; Boca Raton, FL**

**OPERATIONS COORDINATOR JP Morgan Chase Corporate Investment Center: New York, NY**

**EDUCATION:** Baruch College, The City University of New York, **Bachelor of Business Administration, Finance & Accounting**