

# James J. Lordan, Jr.

## EXPERTISE

- 35 years professional experience as bookkeeper and office manager, including supervisory experience, encompassing office settings in private industry, two Boston banks, non-profit education and real estate.
- Able to handle multiple responsibilities in any given situation.
- Extensive experience in customer service, accounting, bookkeeping and real estate.
- Computer literate, proficient in utilizing a variety of financial and spreadsheet software, including Quicken and Excel.

## EXPERIENCE

### **Franklin Hospitality/Hotel AKA Back Bay Boston**

Staff Accountant Specializing in A/P & A/R – 2022 – Present  
Hired to Permanent Position from Temp in Nov 2022

- Receive & Enter A/P Invoices Using Yardi Voyager & Explorer
- Maintain Monthly Vendor Statements
- Prepare Monthly Accruals Using Excel
- Interface with Vendors as Needed
- Scan A/R Checks & Enter Online
- Maintain Hotel Cash Vault & Disperse Cash to Staff as Needed
- Audit House Employee Banks Monthly

### **Robert Half**

Contract Employee – 2021 to 2022

- Two long-term assignments, working in Manufacturing & Hospitality
- Processed A/P Invoices for Payment
- Maintained Monthly Vendor Statements
- Software: Sage, Timberline, Adaco, Opera, DocLink, Maestro, Yardi

### **Mass Bay Group, Boston, MA**

Operations Manager - 2003 to 2020

- Manage all aspects of office operations for one of Boston's premier residential and commercial real estate companies.
- Manage 190 investor owned units and 5 buildings.
- First line of defense dealing with incoming calls and maintaining customer relations.
- Manage accounts payable and receivable utilizing Quickbooks.
- Prepare monthly investor statements using Excel.
- Prepare monthly income/expense statements and annual budgets for owner associations.
- Assist in sales, rentals and property management.
- Organize building and unit repairs and ongoing maintenance.
- Manage and maintain inventory stock.

### **NTS/Washington Group International, Charlestown, MA (agents for Raytheon, Corp.)**

Senior Accounts Payable Specialist (contractor) - 2001 to 2003

- Managed on site accounts payable operation for Raytheon Constructors while supervising one employee.
- Acted as liaison with Raytheon main office accounting department.
- Processed 2000+ invoices per month using Raytheon's TRAK accounting package.
- Maintained multiple sub-contracts and purchase order agreements while acting as liaison with Purchasing and Receiving.
- Served as first line of defense for dealing with vendor telephone calls.
- Prepared sales tax invoices for sub-contract vendors.

## **Heritage Flag Company, Boston, MA**

Office Manager - 1995 to 2001

- Managed daily financial and physical operation of company which manufactures custom flags and banners.
- Calculated job quotations and prepared written quotes.
- Installed and set up Peachtree computerized accounting system.
- Prepared quarterly financial statements and submitted to CPA firm.
- Responsible for staff benefits program including health and dental insurance and 401k.
- Maintained all aspects of A/P & A/R. Telephoned delinquent customers using A/R aging schedule.
- Maintained stock inventory for small retail shop. Responsible for overseeing mail order and daily UPS shipping.

## **American Society of Law, Medicine & Ethics, Inc., Boston, MA**

Office/Fiscal Manager - 1991 to 1995

- Responsible for daily financial and physical operation of non-profit educational association located in the Boston University School of Law.
- Supervised staff of two.
- Maintained general ledger, A/P, A/R, and accounting analysis using NewViews and Lotus 1-2-3 financial software.
- Responsible for bank account and general ledger reconciliation.
- Prepared quarterly financial statements for submittal to CPA firm.
- Planned and monitored fiscal budget of one million dollars. Monitored grant spending.
- Maintained employee records and acted as liaison with payroll company.

## **Liberty Bank & Trust Co., Boston, MA**

Assistant Treasurer - 1987 to 1991

- Managed staff of six (three tellers and three lobby personnel.)
- Maintained monthly accruals and depreciation, bank securities and pre-paid accounts.
- Responsible for balancing daily A/P, A/R and general ledger reports.
- Performed general ledger analysis/reconciliation and balanced bank's daily work using a trial balance.
- Sold bank's daily excess funds through Federal Reserve - Fed Funds.
- Acted as bank's CRA and security officer.

## **General Cinema Corporation, Chestnut Hill, MA**

Supervisor of Cash Control Dept. - 1984 to 1987

- Joined the company as Assistant Supervisor in Cash Control Dept.
- Promoted to Department Supervisor in September, 1985.
- Responsible for staff of ten, including five bookkeepers.
- Reconciled company monthly payroll account (24,000 checks) as well as monthly disbursement account (32,000 checks) using on-line computer system generated by MIS Dept.
- Prepared monthly aging schedule of theatre rentals using Lotus 1-2-3.
- Performed general ledger analysis/reconciliation and submitted monthly journal entries.

## **OTHER QUALIFICATIONS**

- Notary Public – Commonwealth of Massachusetts
- Board Member – Thorndike Place Condominiums

## **EDUCATION**

University of Lowell (UMASS-Lowell) Lowell, Massachusetts

## **REFERENCES**

References will be furnished upon request.