

MIMI GROSSMAN

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Chief Operating Officer



MaryAnn (Mimi) Grossman is a seasoned finance and operations professional and Certified Legal Manager (CLM) with extensive corporate and law firm experience. She has extensive knowledge in the strategic management of back-office operations, including financial reporting and analysis, budget forecasting, billing and AR/AP management, credit and collections policy implementation, payroll processing, and IT and facilities project management and oversight. She possesses a proven track record in utilizing this knowledge to identify areas in need of process improvement to increase productivity and efficiency, and to support firm growth.

PROFESSIONAL EXPERIENCE:

- Nukk- Freeman & Cerra, P.C., Chatham, NJ
 - Chief Operations Officer (Sept 2012 – Present)
Responsible for strategic leadership and oversight of firm operations, including Finance, Accounting, Operations, HR, IT, and Facilities. Key member of the Executive Leadership Team, including planning and implementation of firm's annual strategic goals and initiatives.
- Supreme Energy Co., Orange, NJ
 - Credit & Collections Specialist (April 2011 – July 2012)
Managed active client accounts and oversaw A/R portfolio. Resolved past due balances, payment disputes and invoice deductions. Determined appropriate credit lines for customers through financial analysis, and credit report review. Negotiated and monitored payment plans and problem accounts.
- Schwartz Simon Edelstein Celso & Zitomer, LLC., Morristown, NJ
 - A/R Manager (December 2006 – April 2011)
Managed active client accounts and all aspects of A/R portfolio for the firm and assisted with various accounting functions as needed. Created and implemented a credit and collections policy. Resolved past due balances, payment disputes, and invoice deductions. Determined uncollectible accounts and oversaw write-offs and bad debts. Managed cash applications, Trust Account administration, and accounting administration for real estate closings.
- Panasonic Services Co., Secaucus, NJ
 - Credit & Collections Consultant (October 2005 – March 2006)
Credit & Collections Consultant- Contract Assignment

Maintained and managed all aspects of the A/R portfolio. Reviewed all client files to ensure accurate and appropriate credit lines through financial statement analysis, trade and bank references, and payment history. Managed collections for past due accounts and analyzed and resolved payment deductions, chargebacks and discounts.

- Longwood Industries, Florham Park, NJ
 - Credit Manager (February 2000 – May 2002)
Managed all aspects of A/R portfolio. Determined credit lines for existing and potential customers based on financial statement analysis, trade and bank references, D&B reports, payment history and industry credit publications. Managed daily cash flow and cash receipts.
- Trade Arbed, Inc., New York, NY
 - Assistant Credit Manager (September 1998 – February 2000)
Managed active client accounts and A/R portfolio of over \$50M per month. Managed a team of Credit Assistants. Determined credit lines for existing and potential clients.
- Panasonic Services Company, Secaucus, NJ
 - Senior Credit Analyst (July 1995 – September 1998)
Managed over 1,000 active accounts. Determined credit worthiness of existing and potential accounts. Monitored incoming orders daily and determined which accounts to place on a credit hold. Managed collections of past due accounts and customer inquiries regarding credit and order status.
- The Block Group, Inc., Roseland, NJ
 - Credit & Collections Analyst (July 1994 – June 1995)
Managed collections and handled customer inquiries.
- Wendover Funding, Inc., Greensboro, NC
 - Escrow Account Specialist (August 1992 – June 1994)
Oversaw escrow account analyses for mortgages and responded to customer inquiries and disputes regarding mortgages and escrow accounts.

EDUCATION:

- University of North Carolina at Greensboro (B.A., Political Science and Government, 1993)

PROFESSIONAL ACTIVITIES:

- CLM certified (Certified Legal Manager)
- Board of the NJ Chapter of the ALA, Treasurer (November 2022 – March 2024)
- Board of the NJ Chapter of the ALA, Alternate Trustee (April 2021- March 2023)
- Member, National Association of Legal Administrators (2014- present)