

EMILY K. LONG

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CHIEF FINANCIAL OFFICER

Expert in Financial Planning, Analysis & Reporting

SUMMARY OF QUALIFICATIONS

Diversified senior-level financial professional with Master, Administrative Management and 10-plus years of experience as key member of executive team. Guided development of strategic financial plans for multifaceted organization. Developed and enforced financial planning and administrative procedures. Contributed millions of dollars in revenue through budgeting, cost control and general business management. Secret security clearance. Open to travel and relocation opportunities.

Key Strengths:

Organizational Restructuring
Process Automation
Quality & Performance Improvement
Staffing, Teaming & Leadership
Resourceful Problem Solving

PROFESSIONAL EXPERIENCE

UNITED STATES AIR FORCE
CFO / Colonel

1987 to Present

Senior Financial Advisor & Budget Analyst, Directorate of Financial Management, Headquarters Air Force Materiel Command, Wright-Patterson Air Force Base, Dayton, OH.

Selected Achievements

- Execute more than 35% of \$24B Air Force Revolving Funds Budget; prepare and allocate \$6M Operations and Management program budget.
- Supervise 18 analysts and guide development of strategic financial plans and strategies; advise executive team.
- Lead budgeting, cost estimating, accounting, policies and procedures adherence and financial reporting for operations that serve 5K-plus personnel at 16 sites.
- Led closeout of \$450M year-end spending plan that included overcoming \$200M shortfall.
- Handpicked for special 9-month assignment as Senior Financial Advisor for Iraqi Air Force and over 6 associated squadrons.
 - ✓ provided accounting, finance, budget and cost analyses guidance and management
 - ✓ maintained and disbursed \$9680K per month payroll for more than 800 personnel
 - ✓ developed 5- and 10-year plans used by Iraqi Air Force as baseline for operational processes

Chief, Command Financial Management Inspections, Office of Inspector General, Wright-Patterson Air Force Base, 2003 to 2005

Selected Achievements

- Supervised inspectors who managed financial operations of more than 3K Air Force Materiel Command installations.
- Created financial management plans and streamlined procedures to maximize resources and keep all operations on target and achieving goals during periods of dramatic budget cuts.

PROFESSIONAL EXPERIENCE CONTINUED

Comptroller, 33rd Fighter Wing, Eglin Air Force Base, Fort Walton Beach, FL, 2000 to 2003

Selected Achievements

- Financial advisor to executive leaders; deemed linchpin for most complex financial management program; supervised 19-member staff and allocated \$117M annual budget.
- Managed \$1.8M Government Travel Card Program; drove delinquency rates down to 1.6%, well below standard of 4.5%.
- Reconstructed 60% of financial database and realigned \$79M budget.
- Saved over \$16.6M in depot repairable aircraft; closed \$87.9M budget.
- Established policies, allocated resources, and trained and managed cross-functional teams.

Chief, Financial Analysis Office, 27th Comptroller Squadron, Cannon Air Force Base, Clovis, NM, 1999 to 2000

- Processed 200+ purchase requests totaling \$4.6M in financial transactions; saved \$521K by reengineering reimbursement procedures.
- Ranked in top 5% of officers by direct manager; instrumental in unit being named *Budget Office of the Year* in 2003.
- Oversaw capital budgets: \$660K to replace obsolete equipment, \$3M for dormitory renovations, \$183K equipment replacement and \$2.7M taxiway repair.

Chief, Financial Services Office, 27th Comptroller Squadron, Cannon Air Force Base, Clovis, NM 1997 to 1999

Selected Achievements

- Revamped financial services office and led drive to install new computerized pay system that raised timely submission of payroll information to 90%.
- Managed office rated 4.8 for customer service on scale of 1 to 5.
- Saved Air Force \$6.7M annually by redesigning financial aspects of personnel transition.
- Managed travel and \$120M military pay support program for over 5K military and civilian personnel; increased travel voucher timeliness rate to 99.9%.

Squadron Section Commander, 88th Civil Engineer Group, Wright-Patterson Air Force Base, Dayton, OH, 1994 to 1997

Selected Achievements

- Supported \$35M operation deemed largest Air Force Base worldwide and employing 23K people.
- Directed maintenance, fire protection and utilities for 18.5M plus sq feet in 1.6K buildings.
- Managed \$100M facility upgrade and construction project and refurbishment of 2,356 family housing and dormitory units.

Assistant Regional Director of Admissions, University of Delaware, Newark, DE, 1993 to 1994

EDUCATION

The Ohio State University, Columbus, OH – Master, Financial Management

University of Dayton, Dayton, OH – Bachelor of Science, Accounting

Computer proficiency in Microsoft Word, Excel, PowerPoint and Visio