
Qualifications

- Specially suited for public work
- Staff experience since 1964 working in private business and the public sector
- Good communicators at all levels, from field personnel through executive
- Corporate experience since 1987 with an outsourcing infrastructure in place and servicing clients since 1993
- Staff includes:
 - CPAs, MBAs and Accountants licensed to practice before the IRS
 - Certified Information Technology engineers
 - Civil, Electrical, Mechanical and Environmental Engineers
 - LEED®-accredited professionals
 - Licensed Real Estate Broker

Certifications

Fulfill your subcontracting requirements with our certifications

*WBE *SBE *SDVOSB *HubZone *DBE

Contact us

(718) 673-6111

press "2" then press "1"

info.Lear@theWebRecord.com

sales.Lear@theWebRecord.com

 LEAR Services

Seasoned administration experts
+
Management professionals
=
Reduced overhead burden

Quick. Efficient. Seamless.

Reasonable. On-demand!

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press "2" then press "1"

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 LEAR Services

Services

- Accounting cycle oversight
- Accounts receivable and invoice collection
- Contract price breakdown structured to optimize your cash flow
- Accounts payable and cash management
- Purchasing and subcontract management
- Payroll and union benefit management
- Tax filing and tax matters consulting
- Financial statement preparation
- Insurance and government audit management
- Certification application preparation support
- Personnel, vendor evaluation and hiring recommendation
- Correspondence, support documentation and tracking
- Document management system, correspondence control, filing
- Jobsite recordkeeping organization, field personnel support
- Contract Change Experts: consultation, preparation, negotiation

Methods

- Proprietary, customized business solutions: improve administrative and management performance, reduce cost
- Time-tested systems, staff of seasoned industry professionals
- Quality control procedures that ensure precision and professionalism of all work output
- Secure cloud environment, customized for your entire organization. Managed user access permissions. Accessible regardless of location.
- Collaborative work environment: organized, maintained and updated continuously
- Historical communication records (internal, external), timekeeping, organizational manuals
- All documentation searchable and instantaneously accessible

Advantages

- Access professional staff for 1 issue, specific projects or ongoing processes
- Proprietary virtual working environment enables us to work seamlessly with you
- Prevent straining your infrastructure: work performed offsite virtually and onsite when you desire
- Fast ramp up and system integration. Ramp down anytime. Flexibility improves your cash flow. Pay only for productive hours worked
- Detailed time, job and activity reports provided with all invoices
- Reasonable rates, invoiced monthly, reduce cash flow pressure
- Lessen personnel administration, human resource and payroll management

Benefits

- Turn reactive damage control into proactive problem solving processes
- Obtain objective support from experts immersed in your industry's best practices
- Meet deadlines: financial reports, tax filing, invoicing, payables, payroll
- Maximize trade credit, discounts. Minimize poor vendor, personnel performance
- Optimize project cash flow, set aside reserves
- Analyze and manage debt for maximum return on risk
- Minimize insurance and bond premiums
- Eliminate excess tax and benefit plan demands
- Balance antagonistic positions: minimize taxes, maximize financial statement strength
- Get certifications quickly: reduce approval time
- Get timely reports: easy online data input in field and office
- Quickly assemble reports & documentation formatted to analyze and solve problems, substantiate controversy
- Get more time. Make more money: obtain highest possible return for contract changes, including changes previously unrecognized