**Skills:**

* Proficient in Microsoft Office Suite, Oracle, Peachtree, Jack Henry, TM1, eVison, Metavante, FIS, OnDemand, Pay Plus and other web-based reporting tools.

**Summary of Qualifications:**

* 13+ years of accomplished experience working in the field of accounting and accounts payable/accounts receivable.
* Experience in GAAP accounting and monthly closing processes.
* Proficient at multitasking in fast paced situations, managing time efficiently, adhering to schedules and meeting deadlines. Team player, works well independently or under limited supervision

**Professional Experience**

Luso Federal Credit Union, Ludlow Ma Sep 2011 - Present

***Financial Services Supervisor***

* Oversee the daily operations of the Financial Services department to include analyzing workflow, establishing priorities and setting deadlines.
* Review, prepare and maintain, as appropriate, general ledger account reconciliations for all general ledger accounts.
* Serve as the Financial Services liaison to facilitate resolution of issues with other departments to ensure accurate financial statements.
* Ensure the Financial Services department records are maintained in accordance with the Credit Unions record retention policy and are in appropriate format for internal and external audits.

People’s United Bank, Springfield, MA May 2007 – Aug 2011

***Staff Accountant***

* Performed complex general accounting functions, including preparation of journal entries, account analysis and balance sheet reconciliations for Massachusetts Division.
* Provided operational support for Bank Finance Officer: assisting in month end close, quarterly financial reporting, and year-end budget preparation.
* Streamlined the Charitable Contribution Request process by drastically reducing the multiple layers of record keeping through automation. Prepared and maintained records of charitable giving.
* Maintained accurate financial reports including branch cash, service fees collected, prepaid, miscellaneous receivables, accounts payable, and accrued expenses.

Cambridge Credit Counseling, Corp, Agawam, MA Nov 1997 - Apr 2007

***Accounting Department Manager***

* Managed 7 employees in the Payment Processing Department of a 501(C) (3) Not For Profit, Debt Consolidating Company with over 25,000 clients.
* Ensured compliance with State and Federal regulations for service fees charged. Analyzed and complied with creditor policies and guidelines. Served on the State Compliance Committee.
* Worked directly with the CFO and IT Department to create and manage the State Based Fees Revenue Report.
* 2005 – 2006: Performed internal audits throughout organization as an ISO 9001:2000 Registered Internal Auditor.

**Education**

**Bridgewater State University, Bridgewater MA** 1991 - 1995

Bachelors Degree: Management Science • Finance