

## Full Charge Bookkeeper

*Detail-oriented and highly accomplished bookkeeping professional with extensive experience managing full-cycle accounting for multiple entities and small to mid-sized businesses. Proven success maintaining accurate financial records, handling accounts payable/receivable, reconciling bank and balance sheet accounts, preparing financial statements, supporting audits, and ensuring timely tax compliance. Recognized for delivering exceptional client service, improving processes, and managing competing priorities with accuracy and professionalism. Strong technical expertise in QuickBooks, Excel, and multi-entity accounting environments.*

### Highlights of Expertise

- Lease Administration & CAM Reconciliations
- Vendor Contract Management
- Budgeting, Forecasting for Multi Entity & Multi Client
- Commercial Property & Condominium Management
- Bank & Credit Card Reconciliation
- Income Statement, Balance Sheet & Month End Close
- Capital Improvement Projects
- Full Charge BPO Bookkeeper – QuickBooks Certified

## Career Experience

*Suffolk Company Inc, Charlestown, Massachusetts*

### OFFICE & ACCOUNTING MANAGER - 2022 to 2025

- Managed full-cycle accounting for 15 entities across retail, hospitality, residential, and commercial real estate portfolios
- Reconciled 50+ bank accounts, 15 credit cards, and 30 large mortgages with principal and interest with 100% accuracy
- Oversaw payroll for 1099, hourly, and salaried employees along with managing health, dental & vision benefits
- Implemented procedures including invoice approval workflows, time tracking systems, and employee handbook creation
- Produced monthly financial reports and presented insights directly to ownership
- Managed accounts payable, accounts receivable & profit and loss reconciliation & all general ledger activity
- Handled monthly sales & room tax filings
- Led year-end close and prepared documentation for external CPA

*Chevron Partners LLC, Boston, Massachusetts*

### PROPERTY MANAGER - 2019 to 2022

- Managed high-end residential condominium operations in Beacon Hill, including 24/7 concierge staff
- Built strong relationships with high-net-worth residents through proactive communication
- Oversaw financial operations including budgeting, invoicing, and reporting
- Coordinated and led board, trustee, and resident meetings
- Managed boutique Class A commercial properties, including vendor contracts and financial oversight
- Handled retail tenant relationships and lease-related coordination
- Played key role in finalizing condominium buildout and operational transition

*577 Main Street LLC, Hudson, Massachusetts*

### COMMERCIAL ACCOUNTING & PROPERTY MANAGER 2005 to 2019

- Directed financial and operational management of a 200,000 sq. ft. multi-tenant commercial property (21+ tenants)
- Managed lease negotiations, renewals, and tenant communications
- Produced monthly financial statements and presented to ownership
- Conducted annual CAM and real estate tax reconciliations
- Maintained rent rolls, lease abstracts, and stacking plans
- Partnered with CPA on corporate tax preparation
- Oversaw payroll, AP/AR, and banking relationships
- Recruited, trained, and supervised staff
- Successfully launched and managed an on-site corporate café

*Sacred Stone Healing | Isaac Research | Verizon/Amcomm*

### FINANCE MANAGER/BOOKKEEPER 2004 to 2005

- Managed full bookkeeping services for each industry.

## Education & Credentials

**Bachelor of Arts in Finance**, Simmons College, Boston, Massachusetts

Strong proficiency in Microsoft Word, Excel, Outlook, Yardi and QuickBooks

**Community Involvement:** *Shrewsbury Montessori* – Treasurer, Vice President, PTO, and Board Member | *La Leche League* – Treasurer