



Nominating Committee

May 27<sup>th</sup>, 2026 – 4:30 PM

Westford Town Office

*Per the Town of Westford's Charter the positions of Treasurer and Collector of Delinquent Taxes must be nominated to the selectboard from an official nominating committee. That committee is comprised of a member of the Selectboard and two Justices of the Peace. The three of those members are then to select two members of the town to join the nominating committee.*

<https://us02web.zoom.us/j/86054486914?pwd=FDaJ4PqiEYjEJCf7ABBeQUnixYbb0M.1>

#### AGENDA

4:30 PM – Call To Order	Pat Haller
Changes to Agenda	
4:35 PM – Public Comment (Items not on the agenda)	Pat Haller
4:40 PM – Review and Approve Minutes	Pat Haller
May 11 <sup>th</sup> meeting	
4:50 PM – Interview Questions Preparation	Pat Haller
Create questions to ask candidates	
5:10 PM – Review of Applicants for the open positions	Pat Haller
5:45 PM – Next Steps	Pat Haller
Candidate invites for interviews	
Set next meeting	

ADJOURN

**Nominating Committee  
May 11th, 2026  
Draft Minutes**

Present: Pat Haller Martha Heath  
Lynn Bursell Tommy O'Connor  
Vicky Ross (online)

The meeting was called to order at 2:00 PM. The meeting was held in person and via zoom.

**CHANGES TO THE AGENDA**

**P. Haller** requested that approving the minutes from April 28<sup>th</sup> be added to the agenda.

**PUBLIC COMMENT- Items not on the agenda**

**V. Ross** mentioned that she reviewed the job descriptions that were posted and commented that they had a nice refresh of language. **V. Ross** asked about the audit and time commitment that the previous Town Treasurer had to dedicate to said audit. She recalls that there were extra hours and wanted to be sure that the person that ends up being hired understands that level of commitment.

**P. Haller** says that he has not thought about that and the committee should cross that bridge when they get there. He also commented that this should be mentioned to the Selectboard so they can be aware. **T. O'Connor** also commented that some time was thought of by changing the weekly hourly commitment of the position, but that further conversation is warranted. **V. Ross** asks that this is part of the interview process.

**V. Ross** then asked if there was any concern from the Town Auditors or the Vermont League of Cities and Towns (VLCT) about the interim appointment of Tommy. This concern is that Tommy serves as the Town Administrator as well and she wanted to make sure that the town was operating in the best interest of proper auditing practices and refraining from any conflicts of interest. **P. Haller** mentioned that the Selectboard will take that under advisement.

**REVIEW MINUTES- April 28<sup>th</sup>**

**P. Haller** - only 1 grammatical change. **M. Heath** moves that the minutes be approved as amended. **L. Bursell** seconded the motion. The motion passed unanimously **3-0**

**REVIEW OF APPLICANTS TO THE COMMITTEE**

**P. Haller** shares that there were two applicants to join the committee. Vicky Ross and Greg Bemis have sent applications. **P. Haller** asks to start with the review of Vicky's application. He was thankful for Vicky throwing her hat into the ring to join. **P. Haller** motions to appoint Vicky Ross to the nominating committee. **M. Heath** seconded the motion. The motion passed unanimously **3-0**.

**P. Haller** welcomed Vicky to the committee. **V. Ross** stated she was happy to help.

**P. Haller** then read the email from Greg Bemis. Pat mentioned his time at Champlain College and as a member of other committees. **P. Haller** continued to state that Greg is a neighbor and a person who has always acted with the best interest of the Town in mind. **M. Heath** said she did not know Greg but with his experience she was happy to have him join. **M. Heath** then motioned to approve the appointment of Greg Bemis to the nominating committee. **L. Bursell** seconded the motion. The motion passed unanimously. **3-0**

#### **NEXT STEPS**

**P. Haller** reminded the committee that the applications are due by end of day on May 22<sup>nd</sup>. He also hopes to have candidates to the Selectboard for their June 14<sup>th</sup> meeting.

The committee went through some available dates and landed on **May 27<sup>th</sup> at 4:30 PM.**

**M. Heath** requested all materials be sent as they come in to allow the committee time to review. **T. O'Connor** stated that at this time, 5 applications have been sent in.

**P. Haller** mentioned that in communication with Greg Barrows and Marge MacIntosh, only Marge responded. She was unable to commit to the committee but was willing to support the committee with any questions they may have. He then asked Tommy to reach out to Marge.

**V. Ross** requested that the committee create a standard list of questions to be asked of the candidates at the May 27<sup>th</sup> meeting.

**V. Ross** looks forward to working with the group.

**P. Haller** motioned to adjourn the meeting at **2:15 PM.** **M. Heath** seconded the motion. The motion passed unanimously **4-0.**

Respectfully submitted by:

Tommy O'Connor  
Town Administrator

Pat Haller  
Nominating Committee Chair

# Max A. Doppman

307 Westward Drive  
Colchester, VT 05446  
802-777-4102  
max.doppman@mail.com

## Professional Profile

- Strong communication, organization, and analytical skills.
- Patient, attentive listener who excels in customer service.
- Recognized for sales excellence, quality of work, and willingness to achieve company goals.
- Technically inclined with the ability to learn new systems quickly and accurately.
- Able to solve problems logically and communicate abstract ideas efficiently.
- Adaptable, positive, and forward thinking.

## Professional Experience

### Business Analyst

- Analyzed and researched profit/loss statement utilizing various records, reports, and databases.
- Developed sales goal tracking program.
- Worked closely with management to communicate areas of opportunities/concerns.
- Created data and graphical presentations for annual business/investor/customer events.
- Participated in regularly scheduled meetings with various departments to update business stakeholders.
- Used various department databases.

### Personal Banker

- Handled customer inquiries/concerns.
- Opened new banking accounts maintaining the highest transactions and account opening rate in the branch.
- Ensured compliance with all policies and procedures.
- Reviewed and corrected financial reports and various branch discrepancies.
- Increased commercial banking base by canvassing local businesses and community organizations.

### Security Supervisor

- Hired, scheduled, trained, and managed a team of four security guards.
- Responded to a variety of security issues at a commercial marina/campground.
- Conducted regular patrols documenting and reporting incidents and/or security concerns.
- Identified and de-escalated hostile situations.
- Worked closely with local law enforcement and businesses.

### Bookseller

- Actively sought to engage customers, determine needs, and customize solutions.
- Maintained and in-depth knowledge of products, books, and systems storewide.
- Trained in all store positions (i.e. café, bookseller, and cashier).
- Recognized for excellence in sales and knowledge of E-reader technology.
- Maintained inventory control and merchandising.

### Customer Service Specialist

- Selected and trained within the first 6 months of employment as an SAP Super User.
- Maintained knowledge of products, systems, and technical specs and processes from multiple company portfolios.
- Responded to customer complaints, inquiries, and escalated calling situations while maintaining a professional courteous attitude.

<b>Employment History</b>	• DR Power Equipment	Current
	• City of Burlington	4 years
	• Merchants Bank	3 years
	• Borders Books	3 years
	• US Department of Justice	3 years
	• Barnes and Noble	1 year
	• Reinhart Food Services	1 year
	• Valor Security Services	3 Years
<b>Education</b>	• Bachelor of Science - Accounting - Champlain College	Current
	• Mercer Community College	2020
	• Bachelor of Science – Mathematics - University of Vermont	2010
	• Diploma – Essex High School	2005
<b>Licensures</b>	• Servsafe	2013
	• NMLS (561420)	2010
<b>References</b>	Available upon request.	

Westford Select Board  
Town Administrator

Greetings:

After much thought and consideration I am applying for both the Delinquent Tax Collector's job and the Treasurer's job that are now open. Because both jobs, as they exist today, require very few additional hours weekly, I can easily shift them into the Bookkeepers position, and there will be no additional software learning on my part.


As I see the town's situation today, the need for additional space is top on the "to do list". This alone, will require a great deal of attention.

Further more, you now have to prepare to hire a new Tax Assessor which also requires special qualifications to do the job, plus a Town Planner.

At this point in time, I feel this would be the quick and easy way to accomplish the current needs of the town and keep things flowing for further future considerations.

It is my hope, you will consider my position seriously.

Sincerely,

MJ   
Bookkeeper  
April 11, 2026

Sharon Mallory  
13 Hawthorn Circle  
Essex Junction, VT 05452  
[sharonhmallory.vt@gmail.com](mailto:sharonhmallory.vt@gmail.com)  
(802) 578-7481

May 21, 2026

Town of Westford  
1713 Vermont Route 128  
Westford, VT 05494

Dear Westford Town Administrator and Selectboard Members,

I am writing to express my interest in the part-time Town Treasurer position. While my professional background is in public health, much of my work at the Vermont Department of Health has centered on budget oversight, program management, detailed recordkeeping, and clear communication; skills that translate to municipal financial administration.

In addition to managing a large budget in my state role, I have also served as the treasurer for my small homeowners' association for the past eight years. In this volunteer role I maintain financial records, oversee dues collection, and communicate regularly with board members and residents. These experiences have strengthened my attention to detail, accuracy, and ability to present financial information clearly.

I will be transitioning out of state government in June 2026 and am eager to continue to give back to my community. Although I do not have a direct accounting background, I learn new systems quickly. I would be happy to take any additional training courses needed, including learning and becoming proficient with the NEMRC municipal accounting software.

I value transparency, reliability, and strong communication, and I would bring these qualities to my work with the Selectboard and Westford residents. Thank you for considering my application. I would welcome the opportunity to discuss how my skills and commitment to public service can support the Town of Westford.

Sincerely,



Sharon Mallory  
(802) 578-7481

## SHARON MALLORY

Essex Junction, VT | (802) 578-7481 | [sharonhmallory.vt@gmail.com](mailto:sharonhmallory.vt@gmail.com)

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### REFERENCES

I respectfully request that references be contacted only once the hiring process has progressed. I would also appreciate advance notice prior to any outreach so that I may inform my references accordingly.

#### **Nicole Hamlet, MA**

Program Director Cardiovascular Disease, Rural Health, & Evaluation

Vermont Department of Health

[Nicole.Hamlet@Vermont.gov](mailto:Nicole.Hamlet@Vermont.gov) *(provide advance notice before contacting)*

Phone number available upon request

Nicole has been my supervisor at the Vermont Department of Health for 8 years.

#### **Hanna Snyder**

Coalition Coordinator – Vermonters Taking Action Against Cancer

University of Vermont Cancer Center

[Hanna.Snyder@med.uvm.edu](mailto:Hanna.Snyder@med.uvm.edu) *(provide advance notice before contacting)*

Phone # available upon request

Hanna has been a close colleague for four years. We work hand in hand to implement statewide cancer control activities.

#### **Mike Toomey**

Secretary (volunteer)

Fairview Farm Homeowners' Association (FFHA)

[Miketoomeyvt@gmail.com](mailto:Miketoomeyvt@gmail.com) *(provide advance notice before contacting)*

Phone # available upon request

Mike has been a co-member of the FFHA Board of Directors with me for more than eight years.

# SHARON MALLORY

Essex Junction, VT | (802) 578-7481 | [sharonhmallory.vt@gmail.com](mailto:sharonhmallory.vt@gmail.com)

## SUMMARY

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Program manager with extensive experience planning, budgeting for and implementing complex public health projects. Proven success in securing and managing grant funding, overseeing budgets, and delivering comprehensive reports. Skilled at coordinating multi-stakeholder groups and guiding collaborative projects.

## EXPERIENCE

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### **Vermont Department of Health, Waterbury, VT**

*Grant Manager - Cancer Control Program Director*

2011-Present

- Manage federal program activities, budgeting, grant writing, reporting and communication with the CDC.
- Coordinate statewide cancer control program engaging 300+ partners across multiple sectors.
- Build trusted relationships with clinicians, nonprofits, researchers, survivors, and policymakers.
- Plan and facilitate coalition meetings and other events to support collaboration and shared decision-making.
- Deliver clear and effective presentations to state and federal partners.

### **Fairview Farm Homeowners' Association, Essex Junction, VT**

2018-Present

*Volunteer Treasurer*

- Oversee creation, monitoring, and reconciliation of a small HOA's annual operating budget.
- Track income, expenses, invoices, and receipts to ensure accuracy and transparency.
- Prepare annual financial report and budget, and present financial updates during quarterly board meetings.

### **Vermont Department of Health, Waterbury, VT**

*Grant Coordinator—Community Tobacco Prevention Program*

2006-2011

- Supported 16 nonprofit coalitions in implementing community driven tobacco prevention strategies.
- Delivered training, technical assistance, and evaluation support tailored to local needs.
- Managed grants, contracts, and statewide planning efforts.

### **Vermont Department of Health, Waterbury, VT**

*Coordinator—Town Health Officer Program*

2000-2006

- Supported 24 state staff and 246 volunteer town health officers in local environmental health work.
- Developed and implemented training programs for staff and town health officers.
- Facilitated the amendment of VT's Rental Housing Health Code through the state rulemaking process.

### **Analytical Services, Williston, VT**

*Staff Microbiologist/Manager*

1994-1999

- Supervised and trained a team of six analysts.
- Developed SOPs and quality systems to ensure accurate, consistent results.
- Prepared for and participated in EPA and Department of Health audits.

## EDUCATION

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**University of Massachusetts, Amherst, MA** – *Master of Public Health (MPH)*

**University of Vermont, Burlington, VT** – *Bachelor of Science in Biological Sciences*

## ADDITIONAL EXPERIENCE & SKILLS

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- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other programs to create, analyze and present information effectively.
- Strong written and verbal communication skills, skilled at delivering clear, presentations across in-person and virtual settings.
- Accomplished in designing and administering online surveys and assessments using tools such as Microsoft Forms, SurveyMonkey, and Google Forms.

# Randi Miller

683 Frazier Road  
Morrisville, VT 05661  
(802) 793-7993

## Summary of Skills:

- Computerized bookkeeping and Microsoft™ Office skills; 30+ years bookkeeping experience
- Experience with state and federal tax laws and compliance
- Strong customer service and human resource skills; team player
- Proven ability to work independently; innovative problem solver
- Excellent oral and written skills; exceptional organizational skills
- Ability to work effectively in a stressful work environment; sense of humor
- Confident in a professional setting and interacting with individuals at every organizational level
- Experience analyzing data, isolating underlying issues and facilitating a response in compliance with policy and/or department initiatives
- Proficient processing payroll / corresponding

## Education:

Community College of Vermont *various accounting, computer, Writing and business courses*  
Graduated Cabot High School in 1984 *Honor Student*

## Computer Training:

*Microsoft Excel*  
*Microsoft Access*  
*Microsoft Word*  
*Microsoft PowerPoint*  
*Word Perfect*  
*Quickbooks*  
*Foundation*

## Work History:

02/ - 05/26	<b>Accounting Specialist</b> Dale E Percy, Inc, Stowe VT Meghan Savage, Suoervisor
08/ - 12/25	<b>Customer Representative</b> Village of Hyde Park, Hyde Park VT Karen Wescom, Supervisor
01/24 – 06/25	<b>Accounting, Bookkeeping, Tax Preparer</b> Alpine Accounting Dana Davidson -Owner

10/22 – 01/24	<b>Business Office Coordinator</b> Vermont Center for Independent Living, Montpelier VT Sara Fish - Supervisor
1/22 – 10/22	<b>Laraway Youth and Family Services</b> Laraway Youth and Family Services, Johnson VT Lisa Burt-Parkhurst, Supervisor
8/20 – 4/21	<b>Bookkeeper / Office Administrator</b> Vermont Electronics, Stowe, VT Scott Morrell / Joe Thibault, Owners
3/16 – 12/18	<b>Bookkeeper</b> Country Home Center, Morrisville VT Howard Manosh, Owner
3/14 - 10/15	<b>Staff Bookkeeper/. Payroll Administrator</b> M.Stuart & Associates, Hardwick, VT Michael & Denise Stuart, Owners
8/13 - 3/14.	<b>Bookkeeper/Office Manager</b> New England Tree Experts, Hardwick, VT Ryan Molleur, Owner
2/07 – 8/13	<b>Bookkeeper/Office Manager</b> Gendron Building, Middlesex, VT Judith Gendron, Owner
1/05 – 5/06	<b>Bookkeeper</b> CCS Constructors, LLC, Morrisville, VT Chris Chauvin, General Manager
3/03 - 9/04	<b>Bookkeeper</b> Alpine Snow Guards, Morrisville, VT Brian Stearns, Owner
8/00 - 3/03	<b>Bookkeeper</b> Gould Corporation, Stowe, VT Brian Hill, Owner
2/99 – 2/00	<b>Office Manager</b> Copley Woodlands, Stowe, VT David Helprin, Executive Director
6/98 – 2/99	<b>Secretary</b> M. Parker Insurance Agency, Morrisville, VT

Mike Parker, Owner

**References:** Available upon request

Dear [Recipient Name],

I am writing to express my strong interest in the part-time Town Treasurer position for Westford, VT.

With over 20 years of experience in strategic operations and fiscal management, I offer a unique blend of high-level financial oversight and hands-on administrative expertise. My background includes managing P&L segments exceeding \$40M, spearheading complex payroll cycles as a Payroll Administrator, and ensuring 100% accuracy in regulatory compliance and audit reporting.

Currently pursuing a Certificate in Accounting at Champlain College and holding degrees in both Political Science and Business Administration, I am eager to apply my skills to serve our local community. I am confident that my experience in audit architecture and financial control will allow me to maintain the highest standards of fiscal integrity for Westford.

Thank you for your time and consideration. I look forward to the possibility of discussing how my background can support our town's financial operations.

Best regards,

Pamela McKenna

802-338-6028

[pamela.mckenna3569@gmail.com](mailto:pamela.mckenna3569@gmail.com)

## **PAMELA MCKENNA**

**Waterville, VT | 802-338-6028 | pamelamckenna3569@gmail.com**

**Strategic Operations & Compliance Executive | Revenue Cycle & Healthcare Strategy**

### **EXECUTIVE PROFILE**

**High-impact Executive Leader with 20+ years of experience driving large-scale operational excellence and fiscal integrity. Expert in \$40M+ P&L management, DEA regulatory compliance, and multi-state team orchestration (120+ staff). Bridging the gap between Political Science (Policy/Governance) and Advanced Accounting (Fiscal Oversight) to lead the next generation of remote healthcare and pharmacy operations.**

**Technical Stack: Tableau, Microsoft Teams, Slack, Microsoft Office Suite (Expert), IVO, Pharmaceutical Inventory Software.**

### **PROFESSIONAL EXPERIENCE**

#### **GW TATRO**

**| Payroll Administrator | Jan 2025 – Present**

- **Fiscal Architecture: Spearheading complex multi-departmental payroll cycles and labor law compliance for high-velocity staffing.**
- **Systems Integration: Implementing modern IVO protocols, merging legacy accounting data with real-time tech for increased reporting accuracy.**

#### **TRACTOR SUPPLY**

**| Store Manager | Sep 2022 – Feb 2024**

- **P&L & Efficiency: Directed all store operations with full accountability for P&L, inventory, and hiring for a 27+ member team.**

#### **WALMART**

**| Operations & Consumer Experience Coach | Jul 2021 – Sep 2022**

- **End-to-End Execution: Owned the operational roadmap for a \$40M P&L segment, leading a cross-functional team of 120+ associates.**
- **Change Management: Developed and implemented training resources that ensured new corporate service standards "stuck" at the frontline level.**

## **SMITH DRUG**

**| Customer Experience Manager (CXM) – Eastern Seaboard | May 2018 – Oct 2019**

- **Regulatory Governance:** Orchestrated daily DEA-mandated documentation and compliance protocols for pharmaceutical distribution.
- **Audit Architecture:** Controlled the paperwork chain for yearly DEA audits, ensuring 100% compliance and zero-defect reporting for a regional pharmaceutical warehouse.

**B&G ENTERPRISES | Office / Business Manager | Jan 2014 – Dec 2024**

- **Financial Control:** Managed annual budgets and cash-flow procedures; reduced overhead through strategic vendor renegotiations.

**VERIZON | Service Center Supervisor | (Earlier Experience)**

- **Scale:** Directed a 95+ person service center; managed high-volume consumer experience metrics and staff development.

## **EDUCATION & CERTIFICATIONS**

- **Graduate Certificate in Healthcare Administration | Champlain College | (Expected 12/2026)**
  - **Graduate Certificate in Accounting | Champlain College | (In Progress)**
  - **B.S. Political Science | Johnson State College**
  - **B.S. Business Administration | Johnson State College**
  - **A.S. Management | Johnson State College**
  - **A.O.S. Culinary Arts | Minor: Hospitality Management | New England Culinary Institute**
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**Michael Cardinal** · 33 Greenbrook Circle · Milton, VT 05468 · (802)310.1432 ·  
Mtcarninal@comcast.net · [Michael Cardinal | LinkedIn](#)

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### Professional Summary

Mission-driven financial executive with 20+ years of experience in banking, public education, and nonprofit credit unions. Proven success in leading financial planning, regulatory compliance, HR operations, and strategic initiatives. Co-founder of Vermont's first DeNovo Bank in three decades. I'm on track to complete my Bachelor's in Accounting at Champlain College, with an emphasis on advancing my financial leadership capabilities. Passionate about aligning financial strategy with community impact.

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### Core Competencies

- Nonprofit Accounting & Financial Reporting
  - Budget Planning & Forecasting
  - Grant Management & Compliance Oversight
  - ERP System Implementation & Data Integrity
  - Strategic Planning & Cross-functional Leadership
  - HR Operations & Benefit Administration
  - Risk Management (BSA/AML, CRA)
  - Vendor Relations & Policy Development
  - Financial Modeling & Decision Support
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### Professional Experience

**Addison Northwest School District – Vergennes, VT** *Fiscal Analyst & Grant Manager*  
(06/2025–Present) **Sector:** Nonprofit / Public Education

- Develop and manage annual budgets and long-term forecasts
- Administer HR onboarding and benefit programs
- Manage grants and reporting systems across departments
- Ensure financial compliance with federal and state guidelines

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**Winooski School District – Winooski, VT** *Finance & Grant Manager (04/2024–06/2025)*

**Sector:** Nonprofit / Public Education

- Prepared financial statements and reconciliations
- Oversaw AP/AR and monitored department-level budgets
- Led ERP system deployment and grant compliance efforts

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**Opportunities Credit Union – Winooski, VT** *Senior Operations Manager (05/2014–05/2022)* **Sector:** Nonprofit / Credit Union

- Directed operations in IT, BSA/AML compliance, and quality control
- Implemented financial technologies and internal controls
- Supported member services through operational efficiency

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**NorthCountry Federal Credit Union – South Burlington, VT** *Collections Manager (01/2002–07/2012)* **Sector:** Nonprofit / Credit Union

- Led collections team and regulatory compliance functions
- Collaborated on delinquency analysis and strategic reporting

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**Vermont Federal Credit Union – Burlington, VT** *Assistant Branch Manager*

**Sector:** Nonprofit / Credit Union

- Supervised front-line staff and daily branch operations
- Ensured financial service delivery aligned with community goals

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**Bank of Burlington – South Burlington, VT** *Risk, Compliance, & Tech Committee Officer (05/2022–05/2023)* **Sector:** Commercial Banking

- Co-founded Vermont's first DeNovo bank in 30 years
- Chaired strategic committees on technology, compliance, and risk
- Established internal policies for BSA/AML and CRA frameworks

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 **Education & Credentials**

**Bachelor of Science in Accounting** (*In Progress*) Champlain College – Burlington, VT

**Certifications:**

- Bank Secrecy Act Compliance Specialist (BSACS)
- Credit Union Compliance Expert (CUCE)
- Certified Financial Counselor (CCUFC)
- Certified Collections Expert
- Dale Carnegie Graduate: Voted Outstanding Performer

# MARY MUNSON



802-760-8649



Mymvemail@yahoo.com



PO Box 415 Jeffersonville, VT  
05464

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## EDUCATION

1993-1995

**Lamoille Union Vocational Center**

Culinary Arts

1996-1997

**Johnson State College**

Accounting

## SKILLS

Accounts Receivable

Accounts Payable

Payroll

Management

Leadership

Documentation creation and control

Customer service

Culinary Arts

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## WORK EXPERIENCE

**Mansfield Place  
Business Manager**

Essex, VT, November 2025 - current

Petty cash management, Accounts Receivable, Remote bank deposits, Monthly Resident Billing, Accounts Payable, Vendor Management, Payroll, Long Term Care and other insurance filings, Refunds, Move in and move out billing setup and close out, Apply open credits to resident accounts, telephone and email correspondence

**My2AcreLife Kitchen  
Owner**

Jeffersonville, VT, October 2024 - October 2025

Wholesale and retail bakery sales, Create recipes, Bake product, Create packaging and labels, Distribute product, Website design, Online sales

**The UPS Store 3327  
Center Manager**

Essex, VT, June 2024 - October 2024

Manage up to 7 employees, Open or close the store, Cash handling, Bank deposits, Employee growth chart, Inventory, Diffuse disgruntled customers, Certified shipping packer, Create shipping labels, Cash register open and close, USPS mail sorting, Phone and email correspondence

**The Essex Resort and Spa & Eurowest Properties  
Staff Accountant**

Essex, VT, December 2021 - December 2023

Daily Cash reconciliation, Cash deposits, Daily IJ input and reconciliation, Cash handling and dispersing banks for employees, Process credit card, cash and check payments from customers, Direct bill applications, Credit applications, Approve W-9's and create new vendors, Reconciling events, Invoicing clients, Collections on open AR balances, Month end tasks to reconcile bank, credit card and other financial statements, Credit card chargebacks, Month end journal entries as appropriate, Closing folios for month end, AP functions including entering invoices and preparing documents for tax filing

**Vermont Flight Academy  
Bookkeeper/Office Administrator**

South Burlington VT, December 2020 - December 2023

Phone and email correspondence, Open and close the office, Manage weekend and evening staff and airplane cleaner, Manage bank account withdrawals, deposits and transfers, Manage AR and AP and month end accounting transactions, Monthly invoicing to owners, Process payments, Manage financials throughout the customer's course progress, Process financial returns after completion of course, Website design and management, Manage Fingerprinting for TSA and AFSP applicants, Collect mail and distribute accordingly, Assist customers by telephone, email and walk-ins, Manage customer call back and waiting list, Manage student status report on a weekly basis including financials, Full airplane schedule management including customer, college and maintenance scheduled reservations

**New England Air Systems  
Executive Assistant**

Williston. VT, June 2019 - June 2020

Manage license renewals for employee certifications and corporate licenses, Onboard and manage apprenticeship, Statement reconciliation, Company newsletter, Enter POS, Reconcile POS, Create IOM Manuals for client, Execute proposals, submittals and other documents as needed from Senior Project Manager, Phone and email correspondence

**Haemtech Biopharma  
Records Specialist**

Essex, VT, June 2013 - November 2018

Proven Leadership Ability as part of the Quality Assurance Department  
Functional knowledge of ISO:9001 requirements and 21 CFR Part 210 regulations, Organize, plan, execute and problem-solve, Ability to facilitate or oversee change initiatives, Acts as Internal Auditor to conduct investigations against applicable regulations and continue business, SOP improvement, Initiates and conducts all inventory control of vials and records, Compile data as complete package to present to customer, Generate reports, troubleshoot records issued and reconcile errors, Scan and catalogue records and documents, Input all incoming records and data into tracking system and data bases, Maintain accurate inventories of all onsite records, Paper record and electronic file management, Management of the Life Cycle of Records

# June Mumley

Colchester, VT 05446 | +1 802 373 2601 | [junemumleyya9s7\\_8hy@indeedemail.com](mailto:junemumleyya9s7_8hy@indeedemail.com)

## Work Experience

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### Senior Staff Accountant

**THE CIRCUS BARN, INC. dba CIRCUS SMIRKUS** | Greensboro, VT

December 2023 to Present

Manage all Accounting functions for busy and fast-paced summer camp and youth performing arts program, including Budgeting, General Ledger, Banking, Accounts Payable, Accounts Receivable, Payroll, Month-End and Year-End closings, Financial Statements, Year-End Audit preparation.

Advanced Excel, QuickBooks Online, Paychex, Non-Profit Accounting, Revenue Streams from multiple sales platforms.

### Director of Finance and Operations

**FLETCHER CSI, INC** | Williston, VT

July 2011 to December 2022

Responsible for all aspects of Accounting, IT and HR departments. Includes Budgeting, Cash Forecasting and Analysis, General Ledger, Banking, Accounts Payable, Accounts Receivable, Payroll, Benefits

Administration, Month-End and Year-End closings, Financial Statements, Year-End Audit preparation.

Manage all aspects of IT Department and all Computer Operations including maintenance and upgrade of laptops, network, and Office 365. Extensive additional analysis via advanced Excel spreadsheets,

QuickBooks Report-writing, Microsoft Office, and many other software programs and analytics.

### Financial Controller-HR Manager

**GREEN MOUNTAIN HARLEY-DAVIDSON** | Essex Junction, VT

April 2008 to January 2011

Responsible for all aspects of Financial and Accounting related functions for a busy motorcycle dealership, including General Ledger, Banking, Accounts Payable, Accounts Receivable, Payroll and HR/Benefits

Administration, Finalization of all Major Unit Sales as well as sales from Retail Store, Month-End and

Year-End closings, Financial Statements, Year-End Audit preparation, IT support and other Computer

Operations including maintenance and upgrade to Main Operating System Software (ADP Lightspeed).

Extensive additional analysis and reporting done through advanced Excel spreadsheets and utilization of the existing report-writing function from operating system.

### Staff Accountant

**MAGIC HAT BREWING CO. INC.** | South Burlington, VT

April 2005 to March 2008

Assist Controller with all accounting functions for fast-paced and growing Micro-brewing operation, including General Ledger Reconciliation, Financial Statements and Year-End audit preparation, oversee

Accounts Payable, Accounts Receivable, and Payroll and assist as needed. Have also been instrumental in updating many manual processes and implementing new procedures and systems including online payroll, electronic timeclock system, and report-writing in existing operating system. Currently a member of the implementation team for a newly purchased MRP/ERP system and have been an integral part of the set-up and testing of all aspects of this new software.

## **FINANCIAL ANALYST - Interim Temp Position**

**BEN & JERRY'S HOMEMADE, INC.** | South Burlington, VT

July 2004 to February 2005

Assist in Finance Department as needed during transitional period of financial operations from local office to Unilever Corporate office. Worked extensively on reconciliation and cleanup of the Balance Sheet and resolution of issues that had manifested after much turnover in staffing. Was instrumental in assisting with optimum use of their newly implemented SAP software and in writing and training others to write and optimize reports from this system.

## **Staff Accountant**

**ST. ALBANS COOPERATIVE CREAMERY, INC.** | Saint Albans, VT

February 2001 to April 2004

Worked closely with General Manager and Business Manager to assure best operation of all business functions for long-standing local business with large volume of annual sales. Primarily responsible for reconciliation of General Ledger and preparation of Monthly and Year-End Financial Statements, and implementation of improved processes. These included changing Customer Invoicing from a manual process to a Microsoft Access based system to produce invoices as well as provide many Sales Reporting options. Also implemented system-based Fixed Asset software for capitalization and monthly depreciation.

Assisted with Payroll, Accounts Payable and Accounts Receivable as needed.

## **Accounting Manager**

**BARRY CALLEBAUT U.S.A., INC.** | Saint Albans, VT

August 1998 to August 2000

Responsible for all accounting functions for Vermont location of international chocolate manufacturer, including Accounts Payable, Accounts Receivable, Payroll and General Ledger. Supervision of accounting staff for above positions. Responsible for all banking transactions, wire transfers, and international banking. Filing of quarterly and annual Payroll Tax returns and payment of payroll taxes. Month-end and

Year-end duties as needed including accruals and General Ledger analysis. Set-up and implementation of ADP Payroll system and Kronos timeclock system.

## **Accounting Supervisor**

July 1997 to August 1998

Responsible for Payroll, General Ledger, Month-end closings. Supervision of Accounts Payable position.

Assist Accounting Manager as needed.

## **Accounts Payable Clerk**

July 1995 to July 1997

Responsible for processing and payment of vendor invoices for supplies and raw materials. Annual 1099's and special projects as needed. Implemented many spreadsheet based procedures to aid in processing high volume of invoices received.

## **Accounts Payable Supervisor**

**BOUYEA-FASSETTS, INC.**

March 1990 to January 1994

Responsible for all functions of Accounts Payable Department and supervisor of Accounts Payable Clerk, including accruals, general ledger analysis, 1099's. Created and maintained Fixed Asset database spreadsheet and physical tagging of all assets in all locations.

## **Education**

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### **Certification**

Central Connecticut State University

## College Degree

## Skills

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Regulatory reporting SAP ERP Payroll Organizational skills Financial report writing Balance sheet reconciliation Journal Entries Microsoft Word Budgeting Accounting Forecasting IT Support Bookkeeping Analysis skills Bank Reconciliation Research Account Reconciliation Accounting software Microsoft Excel Technical Support Operations Management Kronos MRP SAP Microsoft Access Accounts payable Manufacturing Computer Networking Microsoft Office QuickBooks General ledger accounting GAAP Sage Technical accounting Tax experience Financial services Non-profit accounting General ledger reconciliation Financial analysis Benefits Administration Supervising experience Accounts receivable ERP systems Human Resources Analytics Corporate accounting Pivot tables Office management

## Certifications and Licenses

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Driver's License

# Diane Forsey

## Treasurer

### Contact

PO box 32  
Westford, VT 05494  
802.363.2545  
Dianeforsey@yahoo.com

### Dear Tommy O'Connor

Are you looking for a treasurer with:

- 35 years of financial accounting experience
- Experience with NEMRC
- Proficiency in Microsoft Excel and Word
- A desire to work for my town

If so, look no further. You will see from my enclosed resume that I meet all these qualifications.

I would very much like to join the town team. To schedule an interview, please call me at the phone number provided.

Thank you for taking the time to review my resume. I look forward to talking with you.

Sincerely,

Diane Forsey

Enclosure

# Diane Forsey

## Treasurer

56 Manley Rd  
Westford, VT 05494  
802.363.2545  
DianeForsey@yahoo.com

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### REFERENCES

#### **Jessica Wolfe**

802.355.1088  
Jesswwolfe@gmail.com

*General Manager, Body Le Bronze Tanning Salons*

#### **Michael Rooney**

802.373.5887  
eacw@together.net

*Current Employer*  
LoVermont  
Vermont Organics  
Ethan Allen Limosines

#### **Randy Ploof**

802.363.2545  
802tan@gmail.com

*Business Partner, Body Le Bronze Tanning Salons*

# DIANE FORSEY

TREASURER

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## CONTACT

PHONE  
802 363-2545

EMAIL  
Dianeforsey@yahoo.com

## PROFILE

Experienced bookkeeper and treasurer. I have spent 35 years doing financial work. I enjoy computer work and have a strong background in office work.

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## EDUCATION

UNIVERSITY OF VERMONT  
BS in Biochemistry

## SKILLS

- Computer work
- Working with others
- Calm under pressure

## HOBBIES

- Farming
  - Concerts
  - Dogs
- 

## WORK EXPERIENCE

### BODY LE BRONZE

*December 1991 - present*

Owner of 2 tanning salons.

### TOWN OF WESTFORD

Bookkeeper

Computerized the town records

I am presently working part time as the bookkeeper for LoVermont, Vermont Organics and Ethan Allen Limousines. It is a 20 hour per week job that I am not leaving.

# BILLIE J. RICKEY

Winooski, Vermont ~ 802.265.1775 ~ [jo\\_loves@yahoo.com](mailto:jo_loves@yahoo.com)

## Objective

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To obtain a secure career that will enable me to utilize my skills, gain knowledge, and to be a positive Influence on the success of the business.

## Experience

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### **Brattleboro Housing Partnerships ~ Brattleboro, Vermont**

- Accounting Administrator \_ March 2020 – April 2025
- Accounting Assistant \_ March 2019 – March 2020

### **Community Bank, N.A. ~ Wilmington, Vermont**

- Personal Banker/Customer Service Rep \_ January 2015 – October 2018

### **TD Bank ~ Brattleboro, Vermont**

- Teller \_ June 2014 – January 2015

### **McBreairty's Marketplace ~ Wilmington, Vermont**

- Assistant to Proprietor \_ April 2006 – June 2009

### **Whitingham Country Store ~ Whitingham, Vermont**

- Clerk \_ January 2005 – April 2006

### **Cumberland Farms ~ Bennington, Vermont**

- Manager \_ November 2004 – January 2005

### **Cumberland Farms ~ Russell/Northampton, Massachusetts**

- Manager \_ August 2003 – November 2004

### **Cumberland Farms ~ Williamsburg, Massachusetts**

- Assistant Manager \_ May 2003 – August 2003
- Clerk \_ November 2001 – May 2003

## Education

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### **Community College of Vermont ~ Brattleboro, Vermont**

Associates of Science; Accounting Concentration

Degree awarded December 2019; 3.5 GPA

**Hampshire Regional High School ~ Westhampton, Massachusetts**

Diploma awarded June 2002

## EDUCATION

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**University of Vermont, Grossman School of Business, Burlington, VT** *August 2021 – December 2024*  
**B.S. in Business Administration, Finance Concentration, Cum Laude**

- Undergraduate GPA: 3.75/4.0
- Dean's List Fall 2021 – Spring 2024
- Beta Gamma Sigma Member – International Business Honor Society: *Inducted May 2024*

**University of Vermont, Grossman School of Business, Burlington, VT** *January 2025 – December 2025*  
**Master of Accountancy, simultaneously with B.S. in Business Administration**

- MAcc GPA: 3.74/4.0

## WORK EXPERIENCE

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**One Day In July, LLC, Burlington, VT** *January 2026 – Present*  
**Accounting Associate**

- Manage the full accounting cycle including journal entries, reconciliations, and financial reporting
- Develop and execute scalable accounting procedures that effectively facilitate the growth of the organization
- Support operational decision-making related to purchases, expansions, and lease agreements
- Partner with compliance teams to maintain adherence to multiple regulatory requirements
- Build and deploy VBA automation to streamline high-volume workflows and reduce manual effort
- Research emerging AI and financial technologies to identify opportunities for process improvement

**PricewaterhouseCoopers, 300 Madison Ave, New York, NY** *June 2025 – August 2025*  
**Digital Assurance and Transparency Intern**

- Evaluated both automated and manual controls supporting SOC 1 and SOC 2 reporting
- Assessed IT-dependent and manual controls, identifying gaps and supporting remediation
- Performed control testing for a public traded Financial Services client
- Collaborated with Assurance and Advisory professionals through project work and networking activities

**Vermont National Country Club, South Burlington, VT** *June 2024 – June 2025*  
**Accounting & Financial Assistant**

- Managed comprehensive bookkeeping tasks, including financial reporting and reconciliations
- Ensured compliance with accounting standards and internal controls, reinforcing accuracy and integrity in financial reporting
- Analyzed financial data to identify trends and growth opportunities, and implement process improvements
- Developed a VBA-based kitchen inventory system that reduced manual entry errors and improved operational efficiency
- Trained staff in new automated workflows to ensure smooth adoption

## LEADERSHIP, ACHIEVEMENTS, & RESEARCH

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- Selected for UVM's invite-only Wall Street Seminar Course; completed a full DCF valuation of Lululemon and presented findings to Morgan Stanley in New York
- Conducted faculty-supervised research evaluating how ESG factors influence REIT performance, strengthening insight into sustainability-focused financial analysis
- Inducted into Beta Gamma Sigma, recognizing the top 10% of business students globally
- Founded and led a 120-member eSports organization – the second officially recognized high school eSports team in New York State – managing 12+ teams and coordinating nationwide competitions and events

## SKILLS/CERTIFICATIONS/HONORS

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- Microsoft Office Suite
- Programming: Python, Java, & VBA
- QuickBooks Certified
- Financial Modeling, Analysis, & Reporting
- Nominated for The UVM GSB Outstanding Senior Award
- Proficient in multiple accounting software and ERP systems

## Abigail M. O'Neil

Westford, VT 05494

📞 802-825-1384 | ✉️ [abbymoneil@gmail.com](mailto:abbymoneil@gmail.com)

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### Professional Summary

Detail-oriented and highly organized Administrative Assistant and Business Owner. Known for strong communication skills, effective multitasking, and managing expenses and income. Seeking a role with increased responsibility where organizational, interpersonal, and leadership skills can contribute to a positive and efficient workplace.

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### Core Skills

- Exceptional attention to detail
  - Strong time management and multitasking abilities
  - Collaborative team player with independent work skills
  - Excellent interpersonal and communication skills
  - Microsoft Office (Word, Excel, Outlook)
  - Google Workspace (Docs, Sheets, Forms, Gmail)
  - Manage both business and personal finances daily
- 

### Professional Experience

#### Administrative Assistant

##### Richmond Elementary School – Richmond, VT

*November 2020 – April 2026*

- Coordinate daily coverage by securing guest teachers for staff absences
- Track and report student attendance, including family outreach regarding absences
- Organize and distribute a biweekly Family Newsletter
- Serve as a staff morale booster by planning “Fun Fridays,” coordinating local restaurant lunch orders, and sending staff communications
- Build positive relationships with students to support daily needs and school culture

#### Technology Assistant

##### Mount Mansfield Union High School – Jericho, VT

*October 2018 – Present*

- Post daily morning announcements to the school website
- Update website content, including photos and event information
- Independently learned Finalsite to enhance website functionality and appearance

### **Team Manager**

#### **Far Post Soccer Club – Essex, VT**

*August 2014 – Present*

- Manage logistics for three soccer teams
- Distribute weekly communications to families and players
- Maintain schedules using an online team management app
- Coordinate hotel room blocks for travel tournaments
- Collect and track required tournament waivers

### **Volunteer**

#### **Richmond Elementary School – Richmond, VT**

*September 2015 – June 2016*

- Volunteered weekly in the library and kindergarten classroom
- Assisted students with book checkout, returns, and shelving
- Supported small groups of kindergarten students in early reading and writing skills

### **League Coordinator**

#### **Richmond Recreational Soccer – Richmond, VT**

*January 2011 – June 2015*

- Recruited players and volunteer coaches
- Organized coach training programs
- Coordinated scheduling and team assignments
- Managed equipment purchases and field maintenance
- Worked with the Town of Richmond to maintain financial records

### **Office Assistant**

#### **Heart of Vermont Productions – Richmond, VT**

*January 2005 – January 2014*

- Reconciled monthly bank statements
- Tracked income and expenses using Microsoft Excel
- Managed merchandise sales and displays during events
- Coordinated communication between towns and race directors
- Responded to participant inquiries by phone and email

### **Teacher**

*August 1995 – June 2002*

- Addison Central School – Addison, VT
- Inter-Lakes Middle School – Meredith, NH
- Woodland Heights Elementary School – Laconia, NH
- Barrington Elementary School – Barrington, NH

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## **Education**

### **Bachelor of Science in Elementary Education**

Keene State College – Keene, NH

*May 1995*

**Abigail M. O'Neil**

Westford, VT

802-825-1384

abbymoneil@gmail.com

May 5th, 2026

Dear Hiring Committee,

I am writing to express my interest in the part-time Town Treasurer position. With a strong background in administrative work, financial tracking, and community involvement, I am confident in my ability to support the town's financial operations with accuracy and care.

In my recent role as an Administrative Assistant, I managed detailed records, coordinated communications, and handled multiple responsibilities requiring organization and discretion. I also have experience reconciling accounts, tracking income and expenses, and maintaining financial records. I am a quick learner and comfortable adopting new systems, and I am confident in my ability to learn and effectively use NEMRC.

Having recently transitioned from a full-time role to running my own business, I offer the flexibility needed to manage the responsibilities of this part-time position. I value clear communication, attention to detail, and contributing to a well-run organization.

Thank you for your time and consideration.

Sincerely,

Abigail M. O'Neil

**Jeremy Rector** - Principal, Richmond Elementary School  
802-434-2461

**Jen West** - Administrative Assistant, Richmond Elementary School  
802-434-2461

**Tonya Girouard** - 3rd Grade Teacher, Richmond Elementary School  
802-434-2461

# Alison Mathes

## Training and Licensing Coordinator

Meticulous, self motivated, and a fast learner.

✉ alymathes@gmail.com

📍 Essex Junction, Vermont

📞 (321) 439-2275

🌐 [linkedin.com/in/alison-mathes-1793031bb](https://www.linkedin.com/in/alison-mathes-1793031bb)

## WORK EXPERIENCE

### — Training and Licensing Coordinator VHV Company

12/2025 - Present

Winooski, VT

#### Achievements/Tasks

- Coordinating training across 200+ employees in trades, project management, and leadership skills
- Administration for the largest apprenticeship program in Vermont
- Working with state agencies to ensure company is compliant with trade board regulations

### — Product Operations Manager VBT and Country Walkers

07/2021 - 12/2025

Williston, VT

#### Achievements/Tasks

- Managing operations for a portfolio of travel destinations sending 2,000+ guests annually on a bucket list vacation
- Timely action of workflows including inventory management, updating stakeholders, and contracting vendors
- Yearly programming of new products into CRM software according to operations calendar using Smartsheet
- Accounts payable support for 100+ vendors using Clouduite software

### — Front Desk Agent (seasonal) Bolton Valley Resort

09/2020 - 04/2021

Richmond, VT

#### Achievements/Tasks

- Assisting guests with any needs related to their stay at a busy ski resort. Guest facing service, inventory management, and telephone reception

### — Business Owner/Operator Bohemienne Fitness

04/2016 - 03/2020

Winooski, VT

#### Achievements/Tasks

- Created a first-of-it's-kind boutique fitness business and a world class facility in Vermont
- Teaching multiple weekly classes in movement and fitness and coaching competitive athletes
- Growing revenues year over year through online sales using SEO, Google Ads, and marketing campaigns
- Mentoring, hiring, and training excellent student instructors

## SKILLS

Operations

Accounting

Training

Inventory

EOS

Microsoft Office

Quickbooks

Smartsheet

## EDUCATION

### — Undergraduate certificate - Accounting and Bookkeeping Community College of Vermont

05/2025 - Present

### — Associates of Arts - Chemistry focus

Santa Fe Community College

Gainesville, Florida

## ORGANIZATIONS

National Association of Women in  
Construction

May 8, 2026

Dear Town of Westford,

I am writing to express my enthusiastic interest in the position of Treasurer, as advertised on Indeed. I'd be proud to contribute my talents and experience to the town's administration. My professional background has equipped me with strong administrative skills, honed in my roles that I've held for the last 6 years. I currently oversee the training and licensing compliance for over 200 employees at VHV Company, a local mechanical contractor. In my position with VBT from 2020 to 2025, I successfully managed diverse workflows, including data entry, credit card payments and reconciliation, as well as online document distribution to our team. I've worked with over 100 hotels and vendors around the world to provide accounts payable support. I am committed to personal and professional growth, which I believe makes me a standout applicant. I am currently pursuing an undergraduate certificate in bookkeeping and accounting at Community College of Vermont, with completion expected by the end of 2026. My combined work and life experience make me a dependable, quick-learning candidate you can be confident in. Thank you for considering my application. This position is advertised as part-time and I am looking for extra work beyond my full time job. I would welcome the opportunity to discuss how my skills can contribute to your continued success. Warm regards, Alison Mathes

# Aashish Katuwal

Essex Junction, VT 05452 | 864 624 6819 | [aashishkatuwal4wdi3\\_uej@indeedemail.com](mailto:aashishkatuwal4wdi3_uej@indeedemail.com)

## Professional Summary

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- Bachelor's in Business Studies; relevant coursework includes Accountancy, Economics, Financial Management, Financial Analysis and Planning, Human Resource Management, Business Mathematics, Taxation and Auditing.
- Twenty years plus of experience in accounting and auditing.
- Very good computer skills include Microsoft Office Suite
- Strong analytical and mathematical skills
- Self-motivated experienced accountant with high moral and ethical standards with a successful track record of handling day-to-day finances as well as auditing.
- US Citizen

## Work Experience

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### Accountant

**Milton Town School District** | Milton, VT

September 2021 to May 2026

- Reviewed purchase orders to ensure accuracy and compliance with district policies
- Reviewed invoices, verifying correctness and supporting timely payments
- Recorded journal entries in Tyler ERP software, maintaining accurate financial records
- Prepared bank reconciliations, ensuring alignment between bank statements and internal records
- Processed bank deposits, safeguarding funds and supporting daily cash flow
- Prepared financial statements, managed fixed assets, and calculated depreciation to support reporting accuracy
- Assisted in annual audit reports, contributing to successful audit completion
- Generated various financial reports as required, supporting management decision-making

### Account Officer (Head of Department)

**Lotus Energy Pvt. Ltd** | Kathmandu, NP

September 2013 to June 2018

- Managed accounting, book-keeping, and ledgers, ensuring accurate financial records for the department
- Maintained company finances to auditing and accounting standards, supporting regulatory compliance
- Ensured financial records were maintained in compliance with GAAP and company policies and procedures
- Prepared annual budget and weekly cash plan, optimizing resource allocation
- Managed inventory, reducing discrepancies and supporting operational efficiency
- Oversaw accounts payable/receivable, negotiated payment plans for vendors, and authorized company cheques
- Conducted cost analysis of projects, including calculation of import goods costs, customs, and excise duty
- Prepared annual financial statements and managed asset records for audit readiness
- Prepared and presented various analysis reports for stakeholders, aiding strategic decisions
- Handled tax-related issues, including tax clearance, TDS, VAT, tax filing, and custom clearance, ensuring compliance
- Managed cash and bank transactions, maintaining liquidity and supporting daily operations

## Accountant

**Rasuwa AMP JV** | Kathmandu, NP

May 2011 to September 2013

- Recorded journal entries and maintained book-keeping with supporting documents for audit readiness
- Maintained fixed assets register and performed accurate depreciation calculations
- Prepared annual financial statements for audit and certification, ensuring compliance
- Prepared daily/monthly bank and ledger reconciliation statements for multiple accounts
- Performed accounts payable functions for construction expenses, supporting project delivery
- Processed goods ordering and payment settlements, ensuring timely procurement
- Coordinated monthly payroll functions, ensuring accurate and timely salary disbursement
- Handled petty cash and bank transactions, supporting operational needs

## Audit Assistant

**Shyam Karki & Co., Chartered Accountants** | Kathmandu, NP

March 2006 to May 2011

- Reviewed planned audit procedures in Audit Program before fieldwork for an average of 5 clients per month
- Collaborated with audit staff at client premises, managing field engagements and executing audit procedures
- Prepared management reports and reviewed work papers, ensuring accuracy and completeness
- Resolved identified issues and discussed them with the engagement partner to facilitate timely solutions
- Provided financial information and interpreted implications for business performance and funding needs

## Education

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### Business Studies (Bachelor)

Tribhuvan University

2006

### Bachelor's degree in accounting

### Bachelor's degree

## Skills

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understand complex accounting methods, procedures and terms. Account Reconciliation  
Financial Statement Preparation Team management Microsoft Excel Bank Reconciliation  
Word TeamViewer Tally ERP 9, Swastik (similar to Tally), Quick books (basic knowledge), various  
customized Accounting and banking software. AnyDesk Financial data analysis Accounting  
NEMRC SOFTWARE PowerPoint Outlook Express Organizational skills Journal Entries GAAP  
Bookkeeping Microsoft Office Auditing Advance user of Microsoft Excel Accounting and Banking  
Software Logical and Analytical skills Accounts Receivable Audit and accounting General Ledger  
Accounting Ability to Work Under Pressure. General ledger reconciliation QuickBooks Basic  
software Financial Analysis Accounts Payable Remote Desktop Financial software

## Languages

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English - Fluent

Nepali - Fluent

Hindi - Fluent  
Maithili - Fluent

## **Certifications and Licenses**

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### **Driver's License**