

Michelle Laramee

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Objective

To obtain a position in which I utilize my accounting and municipal knowledge.

EDUCATION

Quinsigamond Community College, 1997

Business law, Psychology, English courses

Grafton Memorial High School,

Earned high school diploma in 1988

Business courses

PROFESSIONAL EXPERIENCE

Town of Uxbridge: Town Accountant, Uxbridge, MA

August 2019-Present

Duties include overseeing all payments to town vendors, to ensure procurement procedure as well as town policy and procedures have been followed. Enter invoices for town departments, proof school invoices. Run weekly checks for Town, School, Payroll deductions and all other expenses. Budget preparation for the town including revenue and expense projections and history. Indirect cost calculations for enterprise funds. Monthly budget reporting to all departments to ensure accuracy in expenses. Reconcile departmental grants/gifts/revolvers with appropriate departments. Journal entries. Recording and balancing of accounts receivable for Water, Sewer, Real Estate, Personal Property, Motor Vehicle, Tax Title. Posting and reconciling of cash receipts monthly. Reconcile General Ledger to Treasurer's Cash. Set up new grants for all departments. Responsible for town's FEMA/CARES payments, reporting and reimbursements. Oversee yearly audit of financial statements. Department of revenue reports- Tax Recap, Schedule A, Balance sheet, Free cash certification. School reports- Schedule 19. Maintain contracts for all vendors in town as well as W-9 information and 1099 prep at year end. Maintain users of Vadar systems, add/delete/update as required. Set up of yearly ledger codes for taxes and utility billing. Maintain purchase orders, close, as necessary. Capital ledger accounts set up and oversee expenses and balances and close upon completion of projects in a timely manner. Attend selectmen's meetings, finance committee meetings and Town Meetings.

Town of Northbridge: Assistant Town Accountant Whitinsville, Ma

July 2004 – August 2019

Duties include setting up vendors, entering invoices to Munis system for payment, proofing invoices entered by other departments. Preparing warrants for checks for all departments. Weekly processing of payroll deductions and tax warrants. Record and post treasurer's monthly cash receipts to the general ledger. Balancing accounts of various departments. Monthly reconciliation of Accounts Receivables between Treasurer and Accounting. Prepare Monthly budget reports and distribute to all town departments. Also responsible for preparation of year end reporting documents for the Department of Revenue, as well as 1099 preparations for the Town Vendors. Maintain and update all Town contracts to verify that proper procedures and budgets are being followed

AccounTemps: Accounting Clerk Westborough, Ma

Dec 2003 - July 2004

Temporary Agency for which I started working and was placed in the Town of Northbridge as the Accounting Clerk. Duties included weekly payroll processing, filing and basic accounts payable.

Worcester Telegram & Gazette

Jan 1998 – July 2013

Duties include daily newspaper delivery. Maintain current list of customers, assist in billing or other issues that the customers may have. Weekly collections and maintenance of payment record for the customers. Also responsible for all tax preparations as a self-employed individual.