

KATHLEEN M. CORISH

105 Main Street, Apt. #3
Monson, MA 01057
(413) 267-0557
kmcorish@comcast.net

ADMINISTRATIVE ASSISTANT / BOOKKEEPER

Dependable, self-motivated professional administrative assistant with fifteen plus years of municipality experience and a unique ability to successfully manage multiple projects simultaneously.

PROFESSIONAL SKILL

- AR/AP
- Payroll
- Tax Preparation (W2, 1099, IRP, IFTA, 2290, Payroll)
- Human Resource
- Budget administration and cost control
- Excellent multi-tasking abilities and meeting dead-lines
- Fast learner with ability to excel in busy office environment
- MS Office (Word, Excel, Outlook)
- QuickBooks, Fleetmatics, Ram, Firehouse Software
- Customer Services
- Strong background in municipality experience

EDUCATION

- Monson Jr. - Sr. High School, Monson, MA
- High School Diploma (Business Courses)

WORK EXPERIENCE

C.R. Levesque Truck Corp., Monson, MA

Bookkeeper/Administrative Assistant

- Processed payroll, electronic deposits, pay adjustments, payroll taxes
- AR/AP
- Reconciled all bank and credit card accounts
- Tax Preparation

Westview Farms Creamery, Monson, MA

Store Manager

- Oversaw all Employees
- Greet, direct and answered questions of customers

Town of Monson, Fire Department, Monson, MA

Administrative Assistant to the Fire Chief

- AR/AP
- Researched, analyzed and compiled data and statistics to assist with preparation of annual budget

- Scheduled appointments, maintained all permits for the Fire Prevention Officer
- Calculated, submitted and posted all payrolls
- Prepared and processed all ambulance invoicing
- Assisted in applying and maintaining Federal Grants

Town of Warren, Warren, MA

Ambulance Billing Clerk

- Prepared and processed all ambulance invoicing
- Prepared monthly financial reports