

Michele Kehoe

81 Maple Street, West Springfield, MA 01089
413-433-4225 | Meeshepie@gmail.com

PROFILE

- Self -starter, quick learner, worked in the Property Management field for 29 years
- Accounts receivable , Auditor

EXPERIENCE

Aspen Square Management

West Springfield, MA

Accounts Receivable Bookkeeper

1989 - 2018

- Audit approximately 19 properties in my portfolio to ensure the accuracy of various types of transactions
- Assist properties managers with concerns regarding account ledgers, deposits and assisting with the approval of residents based on their credit score
- Sending out letters to previous residents for payment or sending them their security deposit check
- Audit entire company portfolio of properties to assist in prevention of theft by employees
- Maintain the intercompany account - employee purchases
- Reconciling bank statements
- Assisting managers with the new on-line leasing program

Mathis Olds-Buick and Cadillac

Chicopee, MA

Finance Dept

1986-1989

- Prepared documents for customers financing vehicles
- Receptionist

EDUCATION

Chicopee Comprehensive High School

Chicopee, MA

National Honor Society

1986

Cheerleader

Holyoke Community College

Accounting Classes