

Geraldine LaPense
dba LaPense Bookkeeping Services

EXPERIENCE:

Financial/Business:

Wellfleet United Methodist Church, Wellfleet, MA
Bookkeeper

2019 - Present

- Manage the church's finances with QuickBooks.
- Accounts Payable, Accounts Receivable, Bank Reconciliation, Payroll.
- Preparation of Financial Reports and Budget.
- Authorized Signatory.

Cape Cod Five Cents Savings Bank, Orleans, MA
Accounts Payable Clerk

- Processed all invoices for banks' Operation Center and ten branch offices.
- Monitored checking account balance to ensure availability of funds.
- Organized and printed automated check runs.
- Balanced general ledger accounts.

The Laurel Schools, Brewster, MA
Bookkeeper

- Managed daily financial and business affairs.
- Prepared and reported budget and financial statements to the Board of Trustees.
- Accounts Payable, Accounts Receivable, Bank Reconciliation, Authorized Signatory.

Sanger Film, Boston, MA
Bookkeeper

- Prepared production budgets, monitored expenditures, actualized production costs.
- Assisted on remote and studio production shoots
- Accounts Payable, Accounts Receivable, Payroll, Bank Reconciliation, Authorized Signatory.

Law Enforcement:

Wellfleet Police Department, Wellfleet, MA
Sergeant

2003 - Present

Supervisory

- Developed, implemented, and supervise administrative systems to ensure department compliance with all state regulations regarding:
 - The inventory and destruction of drugs, evidence and firearms.
 - Maintenance and certification of breath test machines and operators.
 - Upkeep of the department's lockup facility and booking area.
 - Maintenance and inventory of department radios.
 - Dissemination of Public Records.
- Supervise shift personnel as Officer in Charge (OIC).
- Contribute to the interviewing and training of new personnel.

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EDUCATION:

Curry College, Milton, Massachusetts
Master of Arts, Criminal Justice

University of Massachusetts, Amherst
Bachelor of Arts, Communication Studies

PROFESSIONAL COMPUTER SKILLS:

- Intuit **QuickBooks** Software (Online and Desktop)
- Microsoft Office Software (**Word, Excel, PowerPoint, Outlook**)
- Intuit **Turbo Tax**
- Zoom
- Microsoft **Windows 10**