

# LEAH PLOURDE

Coventry, CT 06238  
(860) 337-1349  
leahplourde@gmail.com

## EXPERIENCE

### **AMBULANCE SERVICE OF MANCHESTER, MANCHESTER, CT — ACCOUNTING AND PAYROLL SPECIALIST**

OCT 2021 - PRESENT

Manage full-cycle Accounts Payable (AP), processing vendor bills, scheduling payments, and maintaining accurate ledger records.

Perform precise month-end adjusting journal entries and review balance sheets and P&L statements to ensure total reporting accuracy.

Reconcile daily bank deposits against payment postings in the internal billing system to catch discrepancies and ensure complete posting.

Oversee end-to-end payroll processing and timecard reviews via Paychex Flex and When 2 Work for accurate distributions.

Leverage specialized EMS platforms, including NinthBrain and Operative IQ, to manage operational workflows, inventory, and compliance tracking.

Calculate semi-annual employee uniform allowances and review/approve order submissions against allocated budgets.

Utilize dynamic Excel models (**EOMONTH**, dynamic date schedules) for operational analysis and workflow efficiency.

### **MRCC, HIGGANUM, CT — OFFICE MANAGER**

SEPTEMBER 2019 - OCTOBER, 2021

Directed daily administrative and bookkeeping operations, maintaining accurate financial records, petty cash balances, and internal accounts.

Managed full-cycle accounts receivable and invoicing processes, tracking payment receipts and resolving account discrepancies.

Processed payroll for direct deposit employees, ensuring precise pay rates, deductions, and timely disbursement.

Reconciled business accounts and local cashbox funds; handled operational office scheduling and general administrative functions.

## CORE COMPETENCIES

- **Accounting & Bookkeeping:** Full-Cycle AP/AR, Bank & Billing System Reconciliations, Month-End Adjusting Entries, Financial Statement Audit & Review, General Ledger Maintenance, catch up/clean up bookkeeping, monthly financial reporting.
- **Software & Systems:** QuickBooks Online (Advanced ProAdvisor / Level 1 & 2), Paychex Flex, When 2 Work, NinthBrain, Operative IQ, Microsoft Excel (Advanced Formulas, Dynamic Schedules, Conditional Formatting).
- **Compliance & Credentials:** AIPB Certified, Commissioned Notary Public, Remote Client Onboarding, Payroll Administration, Internal Controls.

## **EDUCATION**

**CHARTER OAK STATE COLLEGE, NEW BRITAIN, CT — BS IN  
CHILD STUDIES**

2013 - 2016

**MCTC, MANCHESTER, CT — AS IN PARALEGAL STUDIES**

1998-2000

## **CERTIFICATIONS/COMMISSIONS**

**Certified Bookkeeper (CB) – American Institute of  
Professional Bookkeepers (AIPB)**

**Intuit QuickBooks Advanced Certified ProAdvisor  
(Level 1 & Level 2 Certified)**

**Commissioned Notary Public – State of Connecticut**