

MARTHA J. LOSCHE

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Career Profile:

Experienced accounting and bookkeeping professional. Adept at working with teams with minimal supervision in a professional, fast-paced office.

AREAS OF STRENGTH

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|--------------------------|--|---|
| ▪ Individual Tax Returns | ▪ Compilations & Reviews | ▪ CCH Axxess Suite |
| ▪ Business Tax Returns | ▪ Estate & Trust Tax Returns | ▪ Sage |
| ▪ Financial Statements | ▪ Bank/Credit Card Reconciliations | ▪ QuickBooks Online, Desktop & Enterprise |
| ▪ AR & AP | ▪ Annual & Quarterly Payroll Tax Returns | ▪ CS Professional Suite |
| ▪ Property Tax Returns | | |

PROFESSIONAL EXPERIENCE

MURPHY & CO., LLC, Branford, CT

2015 TO PRESENT

A full-service CPA firm serving closely held businesses and individuals.

STAFF ACCOUNTANT

- Preparation of business and personal tax returns, including supporting work papers.
- Prepare adjusting journal entries, including reconciling and balancing general ledger accounts and reviewing account discrepancies.
- Prepare annual accounting for business and non-profit clients.
- Complete client monthly and quarterly closes and bank reconciliations and prepare monthly financial statements and management letters.
- Tax research and consulting projects.

EDR & ASSOCIATES, Guilford, CT

2009 to 2015

Promotional products company with national clients including Cartoon Network, Ellen DeGeneres, and Hallmark.

Bookkeeper/Office Manager

- Responsible for managing all accounts payable and receivable.
- Oversee collections and billing, multiple bank and credit card data entry, reconciliations, and payroll.
- Prepare and analyze financial reports for company president and accountant.
- Complete and file sales & use, property and 1099 tax forms.
- Prepare purchase orders and invoices for vendors and clients.
- Track client orders from concept to completion and investigate/resolve client issues.

BISHOP'S ORCHARDS & FARM MARKET, Guilford, CT

2008 to 2009

An agricultural corporation that serves as a farm, retail market, tourist attraction and winery.

Accounts Payable Clerk

- Accountable for reviewing inventory and non-inventory invoices and check requests.
- Coded invoices for approval and payment
- Reconciled payments and monitored accounts to ensure payments were current.
- Resolved invoice and statement discrepancies
- Corresponded with vendors and responded to inquiries.
- Produced weekly and monthly reports and assisted in period and year-end closings.

Franciscan Health System of New Jersey, Jersey City, NJ

1996 to 1999

Integrated health system with 500 beds.

Executive Director, Legal Services (1997-1999); Corporate Director, Managed Care (1996-1997)

- Organized the legal services, corporate compliance and risk management departments under one Division.
- Directly supervised a five-member team including risk management, safety, property management, and administrative support teams.
- Successfully designed and implemented a system-wide corporate compliance program.
- Managed corporate contracts including those for physicians, information technology, managed care, purchasing, and employment.
- Implemented a corporate-wide training program.
- Facilitated management team that eliminated \$5M from the operating budget.
- Drafted managed care contracting guidelines and implemented through national system.
- Reorganized and solidified contract approval and retention process.
- Prepared and organized due diligence process for nursing home and health system purchases.

ADDITIONAL PROFESSIONAL EXPERIENCE

Managed Care Director, Holy Name Hospital, Teaneck, NJ

Associate Manager, Prudential Insurance Company, Suffern, NY

Development Manager, Traveler's Insurance Company, Morris Plains, NJ

EDUCATION

Southern Connecticut State University, New Haven, CT

Post-Baccalaureate Certificate in Accounting, expected Spring 2021

New York Law School, New York, NY

Juris Doctorate

Montclair State University, Upper Montclair, NJ

Bachelor of Science, Political Science major; Pre-Law minor; completed courses for paralegal certificate

PROFESSIONAL MEMBERSHIPS

American Institute of CPAs

New York Bar

CT Society of CPAs