

## Michelle Marquis, Project & Operations Accountant

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Synapse Energy Economics | 485 Massachusetts Avenue, Suite 3 | Cambridge, MA 02139 | 617-453-7066  
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### PROFESSIONAL EXPERIENCE

**Synapse Energy Economics, Inc.**, Cambridge, MA. *Project & Operations Accountant*, April 2022 – Present

- Processes Accounts Payables and collaborates on all activities and outstanding AR issues
- Works with Finance and Operations staff to provide timely project performances, updates, research and resolves any financial issues
- Organize and prepare deposits, bank reconciliations, 1099 forms, financial schedules, and audits

**DSF Group**, Boston, MA, *Accounting & Finance Analyst/Portfolio Accountant*, January 2021-April 2022

- Managed overall process of Accounts Payable and Receivables
- Oversee all Non fund properties completing the monthly distributions, financials, insurance, and quarterly taxes
- Completed all monthly bank reconciliations for all properties
- Compiled all documents and sent quarterly loan compliances to vendors

**Akelius Real Estate Management**, Boston, MA, *Accounts Payable & Receivable Clerk*, September 2018 – January 2021

- Reconciled processed work by verifying entries, vendor accounts and comparing system reports to balances
- Charged expenses to accounts and cost centers by analyzing invoice and expense reports
- Paid vendors by monitoring discount opportunities and verifying federal ID numbers
- Assisted with maintaining accounting ledgers by verifying and posting account transactions
- Assisted in the quarterly and year end process by completing cut off check runs for accrual purposes and helped with completing the year end 1099 process
- Deposited via check scanner resident checks received and applied payments to appropriate resident ledger
- Worked directly with construction team to accurately code invoices to correct chart of categories

**Presidio Networked Solutions**, Woburn, MA, *Accounts Receivables Analyst*, May 2017 – September 2018

- Prepared final invoices for mailing
- Processed write-offs, zero balance drafts and debt reports in Excel, and resolved all account issues
- Distributed monthly timekeeper and suspense account reports
- Contacted customers via to resolve any collections for outstanding payments
- Used WebEx to resolve any issues with making payments, sales tax amounts, and refunds

## **EDUCATION**

**Plymouth State University**, Plymouth, NH  
Bachelor of Arts in Business Administration, May 2016

*Resume updated June 2023*