

**Richard Bennett**  
**Metro West Bookkeeping & Tax Service Inc**  
9 Sand Stone Way, Ashland, MA 01721-1341 • Office (508) 309-6535 • dick@mwbookandtax.com

**ACCOUNTING and FINANCE PROFESSIONAL**

Forty years of hands-on experience in financial operations in the private sector  
with a solid knowledge of financial administration and business practices.

**KNOWLEDGE AREAS**

U.S. tax laws including corporate and individual • Financial statement preparation and analysis  
Month and year end closings • Forecasting • Cash management  
Accounts Payable • Accounts Receivable • Payroll • Payroll tax returns

**TECHNICAL SKILLS**

Microsoft Office Professional • Microsoft Windows • Microsoft Dynamics/Great Plains • FrX  
QuickBooks • Intuit ProSeries and ProFX tax preparation software • ADP, Paychex & Solex Payroll

**WORK EXPERIENCE**

**Owner**

**6/11 to Present**

Metro West Bookkeeping & Tax Service Inc, Ashland, MA  
A full service bookkeeping and tax preparation service

- Complete bookkeeping services including financial statement preparation using QuickBooks
- Payroll, W-2 and 1099 services
- Income tax preparer for personal and business returns for forty years.
- Tax preparation services via electronic filing as required by governmental authorities

**Controller**

**6/07 to 11/09**

Xcellerex, Inc., Marlborough, MA  
A manufacturer of XDR Single-Use Bioreactor systems and provider of GMP manufacturing services

- Managed an accounting staff of 4 and was responsible for the month-end and year-end close.
- Prepared monthly financial statements, budgets and cash flow forecasting.
- Created budgetary analysis reports.
- Responsible for cash management and other projects as requested.

**Chief Accounting Officer and Secretary of the Corporation**

**1/97 to 12/06**

Cetek Corporation, Marlborough, MA  
A pharmaceutical drug discovery company using natural products

- A one-man accounting department responsible for the complete accounting cycle including payroll, accounts receivable, accounts payable and general ledger.
- Responsible for accruals and journal entries for the month-end and year-end closes.
- Prepared monthly financial statements.
- Responsible for preparation of budgets and cash flow forecasting; budgetary analysis reports; cash management; audit schedules and coordination; preparation of the corporate income tax returns and various other required monthly reports as well as special reports and projects as requested.

**Richard Bennett**  
**Metro West Bookkeeping & Tax Service Inc**

9 Sand Stone Way, Ashland, MA 01721-1341 • Office (508) 309-6535 • dick@mwbookandtax.com

**Vice-President and Treasurer**

**9/88 to 1/97**

Waters Business Systems, Inc., Framingham, MA

A custom computer software development company

- A one-man accounting department responsible for the complete accounting cycle including payroll, accounts receivable, accounts payable and general ledger.
- Responsible for accruals and journal entries for the month-end and year-end closes.
- Prepared monthly financial statements.
- Responsible for cash management and corporate income tax returns and various other required monthly reports as well as special reports and projects as requested.

**Vice-President and Treasurer**

**12/78 to 9/88**

School Bus Rental, Sales & Service, Inc., Framingham, MA

A 500+ vehicle school bus transportation company

- Supervised an accounting staff of 5 people.
- Designed and implemented the financial reporting system for the entire organization.
- Responsible for the complete accounting cycle including payroll, accounts receivable, accounts payable and general ledger.
- Responsible for accruals and journal entries for the month-end and year-end closes.
- Prepared monthly financial statements.
- Responsible for preparation of budgets and cash flow forecasting; budgetary analysis reports; cash management; audit schedules and coordination; preparation of the corporate income tax returns and various other required monthly reports as well as special reports and projects as requested.

**Staff Accountant**

**10/77 to 12/78**

Paul McAllister & Company, Marlborough, MA

A public accounting firm

- Responsible for client general ledger write ups and quarterly payroll tax returns
- Personal income tax preparation

**Town Accountant (part-time)**

**2/77 to 6/85**

Town of Ashland, MA

- Responsible for the approval and payment of all town expenditures ensuring that they were within budgetary guidelines and were proper and legally authorized.
- Prepared monthly reports for all town boards and annual reports as required for the state of Massachusetts.
- Maintained the financial books and records and prepared other financial reports as required by law.

**EDUCATION**

Bachelor of Science in Business Administration, Northeastern University, Boston, MA (Accounting Major)

**OTHER**

Massachusetts Notary Public

**REFERENCES**

Furnished upon request