

Gina Monteiro

OPERATIONS SUPERVISOR

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> My favorite place to vacation is Italy! I get to enjoy spending time with family and traveling to nearby countries. I especially love going in the summer to take advantage of the beautiful beaches.

Gina started with the Firm in September of 2020. She assists with the Firm's operations, including finance, human resources, and learning & professional development. Her finance duties include processing the Firm's expenses and accounts receivable, processing payroll, and assisting the Operations Director with month-end close process. Her human resource responsibilities include assisting with onboarding new employees and assisting with annual benefit renewal changes and compliance matters. Her learning and development duties include coordinating internal/external CPE training activities and assisting with the mid-year and annual evaluation process.

Outside The Office

Outside the office, Gina loves traveling to new places and experiencing different cultures with her friends and family.

Education

- Bachelor of Science in Accounting from Merrimack College

Professional Affiliations

- American Institute of Certified Public Accountants
- Massachusetts Society of Certified Public Accountants

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