



City of Chipley

1442 Jackson Avenue

Post Office Box 1007

Chipley, Florida 32428

(850) 638-6350 Fax: (850) 638-6318

To: Mayor and Council Members

From: Patrice A. Tanner, City Administrator

Date: June 6, 2024

Re: Affirmation of Finance Director

Ms. Mary Jan Bossert comes to us with 16 years of Finance and Government experience, with just under 13 years of experience being with the City of Chipley. In her years of government finance, she actively collaborated with the management team in driving projects, administrative operations, scheduling to meet critical timelines, specifications and goals. Mrs. Bossert effectively handled human resources and payroll functions, as well as assisting the Finance Office with multiple financial responsibilities, to include tax revenues, general ledger account balancing, financial reporting as well as other financial duties. Ms. Bossert has also been a compliance officer managing a team of people and running her own real estate transaction business. However, her passion has always been government, so she is very happy to be returning to work with the City.

As City Administrator of the City of Chipley I believe in nothing less than having an extraordinary team in place to accomplish the goals and objectives we need to accomplish in order to keep our City moving in a positive direction, and I believe Ms. Mary Jan Bossert will be an incredible addition to our TEAM.

Thank you.