

March 21st, 2025

City of Grand Rapids-

Director of Finance

Ms. Chery Pierzina,

With a proven track record of driving operational excellence and efficiencies within large- scale organizations, I am excited to apply for the Director of Finance position for the City of Grand Rapids. With over 15+ years of progressive leadership experience, I currently serve as the Section Manager of Accounting for both Hibbing Taconite and United Taconite.

My expertise in streamlining processes, strict adherence to financial controls, and leading high-performing teams, has resulted in increased efficiencies, large cost reductions, and meeting expansive budgetary goals set by corporate leadership. With my ability to consistently exceed performance and productivity goals, I'm confident that I can make a direct impact for the City of Grand Rapids.

Thank you for considering my application for this position. I look forward to the potential opportunity to further discuss how my experience and skills can contribute to the overall continued success, growth, and development, of the city.

Sincerely,

Carl Babich



C A R L B A B I C H

EDUCATION

- **Bachelor of Arts – Accounting – April 2009**

Concordia College, Moorhead MN

WORK EXPERIENCE

Cleveland Cliffs/Hibbing Taconite Company

Section Manager of Accounting

Dates: June 2019- Present

- Provides direct supervision of general accounting and payroll personnel.
- Maintains and ensures that all processes and procedures are in compliance with GAAP.
- Monitors the financial close process throughout the month and at month-end.
- Performs month-end production calculations.
- Develop and update accounting policies and procedures to document and enhance current practices.
- Maintains workers compensation liability calculations and accruals.
- Performs balance sheet analysis.
- Completes general ledger account reconciliations.
- Records and maintains mining royalty accruals, payout, and leaseholder information.
- Assembles administrative budget and balance sheet forecasts for multiple sub-entities for quarterly forecasts.
- Supports and acts as a point of contact for internal and external audit requests.
- Files tax documents to corporate and/or government entities.
- Reviews monthly account reconciliations to ensure accurate monthly, quarterly, and annual financial results.
- Manages ad hoc projects and works to identify efficiencies in already established processes.
- Support internal reporting through monthly and quarterly budget to actual variance explanations.
- Implement and maintain appropriate SOX internal control processes and documentation.

Hoover Construction Company

Financial Controller/Treasurer

Dates: December 2014- June 2019

- In charge of preparing and submitting quarterly financial statements to our finance department and financial banking partner.
- Involved in purchasing and selling of all equipment and assets.
- Main contact responsible for managing all current and new vendors.
- Manage, update, and review financial documents when errors are identified which includes AP, AR, job cost, equipment, or any other errors related to the company's operations.
- Manages all month end, calendar year end, and fiscal year end closing procedures. This includes assisting with the annual company review.
- Plan administrator for Hoover employees, 401K, Life, & Health Insurance.
- Reviews the company's financial duties including managing capital expenditures, Payroll, AP, AR, and monthly sales and use tax amounts to provide timely and accurate payments.
- Senior Officer responsible for financial affairs and finance department employees in its entirety.
- Subject matter expert for company's Viewpoint Construction Software.
- Works closely with owners of the company and field project managers to ensure all costs and billings are completed and accurate.

Walker, Giroux, & Hahne Ltd.

Auditor

Dates: July 2012- December 2014

- Assisted with preparing individual tax returns for clients.
- Reviewed general ledgers entered, capital expenditures, AR/AP cutoffs, bank recs, audits, reviews, and agreed upon procedures.
- Worked closely with company partners on cities, schools, and business audits.

United Subcontractors Inc.

Accountant, Procurement Department

Dates: September 2009-July 2012

- Assisted with logistics between sales and vendors (shipping.)
- Managed payments for cash plan as well as discount purposes.
- Managed quarterly tracking of pricing.
- Prepared monthly and quarterly purchasing and cost reports.



420 N. Pokegama Ave
Grand Rapids, MN 55744
(218)326-7606
(218)326-7608 Fax
www.cityofgrandrapidsmn.com

Employment Application

An Equal Opportunity Employer

Please complete by printing in ink or typing. Application must be signed for employment consideration.

Thank you for considering employment with the City of Grand Rapids. We welcome you as an applicant and look forward to reviewing your application information. It is the City's policy to provide equal opportunity in employment. The City will not discriminate on the basis of race, color, creed, age, religion, national origin, marital status, disability, sex, sexual orientation, familial status, status with regard to public assistance, local human rights commission activity or any other basis protected by law.

Please furnish complete information on the application form, so we may accurately and completely assess your qualifications. You may attach any other information that provides additional detail about your qualifications for employment in the position you seek. Please refer to the Applicant Data Practices Advisory for guidance regarding how your application information will be used, the consequences of providing or not providing information, and more.

The City of Grand Rapids accommodates qualified persons with disabilities in all aspects of employment, including the application process. If you believe you need a reasonable accommodation to complete the application process, please contact Human Resources at 218-326-7606.

PERSONAL INFORMATION

NAME Last Babich	First Carl	Middle Thomas	POSITION APPLIED FOR: Director of Finance		
MAILING ADDRESS [REDACTED]			TODAY'S DATE: 03/21/25	DATE AVAILABLE TO WORK: 04/01/25	
			STATUS DESIRED: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal		
			E [REDACTED]		
Are you a U.S. citizen or do you have legal Authorization to work in the U.S.? Proof of age and/or eligibility to work may be requested.		YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Do you have a valid driver's license? (For driving positions only)	
Will your continued employment require employer sponsorship?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Are you <u>under</u> 18 years of age?	
				YES <input checked="" type="checkbox"/>	
				NO <input type="checkbox"/>	
				NO <input checked="" type="checkbox"/>	

EDUCATIONAL INFORMATION

School Name, City and State		Major Area of Study
High School: Eveleth-Gilbert	Diploma <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO GED <input type="checkbox"/> YES <input type="checkbox"/> NO	
College: Concordia College	Degree Completed: <input checked="" type="checkbox"/> YES <input type="checkbox"/> Associates <input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Other <input type="checkbox"/> NO # of years completed <u>4</u> Semester/Credit hours earned <u>304</u>	Accounting
Graduate School:	Degree Completed: <input type="checkbox"/> YES <input type="checkbox"/> Associates <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Other <input type="checkbox"/> NO # of years completed _____ Semester/Credit hours earned _____	
Technical or Vocational Programs:	(indicate type of certificate earned)	

List any other courses, seminars, workshops, or training you have that may provide you with skills related to this position:

MSHA

List any current licenses or certificates you possess which may be related to this position:

List any current registration(s) or membership(s) related to the position for which you are applying:

EMPLOYMENT EXPERIENCE

CURRENT EMPLOYMENT INFORMATION		
EMPLOYER Cleveland Cliffs- Hibbing Taconite	DATES EMPLOYED <div style="display: flex; justify-content: space-between;"> FROM TO </div>	JOB TITLE: Section Manager of Accounting
ADDRESS 4950 Taconite Access Rd.	06/19	NAME OF LAST SUPERVISOR: Adam Radel
CITY, STATE, ZIP Hibbing, MN 55746	DESCRIBE YOUR WORK IN THIS JOB: Supervision of general accounting and payroll personnel. Develops and maintains accounting policies and procedures. Supports internal reporting through monthly and quarterly budgeting. Manages all financial close processes. Manages internal and external audits. Manages vendor and customer relationships.	
TELEPHONE Area Code + Number (218) 262-5950		
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other		
REASON FOR LEAVING: Layoff of 600 employees.		

PREVIOUS EMPLOYMENT INFORMATION		
List all positions held including full-time, part-time, military, summer, volunteer work and any periods of unemployment. Explain any period of unemployment. Attach additional sheet if necessary.		
EMPLOYER Hoover Construction	DATES EMPLOYED <div style="display: flex; justify-content: space-between;"> FROM TO </div>	JOB TITLE: Controller/Treasurer
ADDRESS 302 Hoover Rd. S	12/14	06/19
CITY, STATE, ZIP Virginia, MN 55792	NAME OF LAST SUPERVISOR: Peter Nick Johnson	
TELEPHONE Area Code + Number (218) 741-3280	DESCRIBE YOUR WORK IN THIS JOB: Prepared and submitted all financial statements. Reconciliation of general ledger accounts. Managed, updated, and reviewed Accounts Payable and Accounts Receivable. Reviewed monthly billings for all clients and provided advisement and guidance to the project management team.	
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other		
REASON FOR LEAVING: Opportunity at Cleveland Cliffs- Hibbing Tacon		

EMPLOYER Walker, Giroux, & Hahne Ltd.	DATES EMPLOYED <div style="display: flex; justify-content: space-between;"> FROM TO </div>	JOB TITLE: Auditor
ADDRESS 225 1st St. N	07/12	12/14
CITY, STATE, ZIP Virginia, MN 55792	NAME OF LAST SUPERVISOR: Ryan Jarvi	
TELEPHONE Area Code + Number (218) 749-4880	DESCRIBE YOUR WORK IN THIS JOB: Assisted with preparing individual tax returns for clients. Extensive field audit work for various clients including but not limited to, counties, cities, schools, businesses, and public utilities.	
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other		
REASON FOR LEAVING: Opportunity at Hoover Construction.		

PREVIOUS EMPLOYMENT INFORMATION CONTINUED

List all positions held including full-time, part-time, military, summer, volunteer work and any periods of unemployment. Explain any period of unemployment. Attach additional sheet if necessary.

EMPLOYER United Subcontractors Inc.	DATES EMPLOYED		JOB TITLE: Accountant- Procurement
	FROM	TO	
ADDRESS 5201 Eden Ave.	09/09	07/12	NAME OF LAST SUPERVISOR: Ryan Blazei
CITY, STATE, ZIP Minneapolis, MN 55436	DESCRIBE YOUR WORK IN THIS JOB: General accounting duties including but not limited to Accounts Receivable, Accounts Payable, Contracts, and Logistics.		
TELEPHONE Area Code + Number (952)-697-4060			
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other			
REASON FOR LEAVING: Moved back home.			

EMPLOYER	DATES EMPLOYED		JOB TITLE:
	FROM	TO	
ADDRESS			NAME OF LAST SUPERVISOR:
CITY, STATE, ZIP	DESCRIBE YOUR WORK IN THIS JOB:		
TELEPHONE Area Code + Number			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other			
REASON FOR LEAVING:			

EMPLOYER	DATES EMPLOYED		JOB TITLE:
	FROM	TO	
ADDRESS			NAME OF LAST SUPERVISOR:
CITY, STATE, ZIP	DESCRIBE YOUR WORK IN THIS JOB:		
TELEPHONE Area Code + Number			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other			
REASON FOR LEAVING:			

UNPAID EXPERIENCE

Describe any unpaid or volunteer experience relevant to the position for which you are applying (you may include, if you wish, information which would reveal race, sex, religion, age, disability, or other protected status).

United Way, Catechism, and Personal Financial Advisement.

MILITARY EXPERIENCE

Did you serve in the U.S. Armed Forces? ☐ Yes ☒ No

Describe your duties:

Do you wish to apply for Veteran's Preference points: ☐ Yes ☒ No

If you answered "yes," you must complete the enclosed application for Veterans' Preference Points, and submit the application and required documentation to the City of Grand Rapids by the application deadline of the position for which you are applying.

AUTHORIZATION

PLEASE READ CAREFULLY BEFORE SIGNING

I certify that all information I have provided in this application for employment is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or if employed, will be grounds for dismissal, regardless of length of employment or when the misrepresentation or omission is discovered.

I understand that submission of an application does not guarantee employment. I acknowledge that I have received a copy of the job description summary for the position/s for which I am applying. I further acknowledge my understanding that employment with the City of Grand Rapids is "at will," and that employment may be terminated by either the City of Grand Rapids or me at any time, with or without notice. I understand that none of the documents, policies, procedures, actions, statements of the City of Grand Rapids or its representatives used during the employment process is deemed a contract of employment, real or implied. I further understand that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the City of Grand Rapids. In consideration for employment, if employed, I agree to conform to the rules, regulations, policies, and procedures of the City of Grand Rapids at all times and understand that such obedience is a condition of employment.

I understand that if offered a position with the City of Grand Rapids, I may be required to submit to a pre-employment medical and psychological examination, drug screening and background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already offered.

With my signature below, I am providing the City of Grand Rapids authorization to verify all information I provided within this application packet, including contacting current or previous employers. However, I understand that if, in the Employment Experience section I have answered "No" to the question, "May we contact your current employer?," contact with my current employer will not be made without my specific authorization.

I have read the included Applicant Data Practices Advisory, and I further understand that criminal history checks may be conducted (after I have been selected for an interview, in the case of non-public safety positions) and that a conviction of a crime related to this position may result in my being rejected for this job opening. I also understand it is my responsibility to notify the City of Grand Rapids in writing of any changes to information reported in this application for employment.


Signature

3/21/2025

Date

Name and number of person completing this form if other than applicant: _____