

## John J.

**CAREER OBJECTIVE:** To obtain a full-time or part-time position as a financial controller or accountant in an organization using my 41 years of total experience in financial, fiduciary, customer service management and strategic planning, after completing 29 years of service in the public sector.

**EDUCATION:** Masters of Public Administration (MPA), University of Wisconsin-Oshkosh  
Emphasis: General Administration  
Expected Date of Graduation: May 2025

Bachelors of Business Administration (BBA), University of Wisconsin-Oshkosh  
Major: Accounting Minor: Economics  
Date of Graduation: June 1988

High School Diploma, Winnebago Lutheran Academy, Fond du Lac, WI

**EMPLOYMENT:** **Childcaring Inc., Mosinee, WI**  
Position: Financial Manager (part-time, 20 hours/week)  
Date of Employment: March 2022 - present

**Responsibilities:**

- Cash management and processing of all financial transactions of the organization (receipting, disbursements, payroll, and bank reconciliations)
- Preparation and filing of all required payroll reports
- Preparation and filing of Form 990
- Preparation and filing of monthly state grant reports, as required by State of Wisconsin
- Prepare monthly/quarterly financial reports for Board of Directors
- Prepare all workpapers for annual financial audit
- Assist Executive Director in all grant applications
- Assist Executive Director in preparation of annual budget

**Marshfield Medical Center – Weston Emergency Department, Weston, WI**  
Position: Patient Access Representative/Health Unit Clerk (full-time, weekends)  
Date of Employment: January 2022 - present

**Responsibilities:**

- Register patients for Weston Emergency Department & Marshfield Medical Center Hospital-Weston
- Register all ambulance patients that require “direct admitting” to the hospital from other facilities
- Process health insurance verification for all registered patients
- Assist doctors, nurses, and other staff in the Emergency Department with direct patient care, as requested
- Coordinate foot traffic in Emergency Department waiting room for patients and visitors
- Coordinate all transportation for returning patients home upon discharge as needed, for non-emergent transports

**EMPLOYMENT:**

**Covenant Community Presbyterian Church, Rothschild, WI**

Position: Bookkeeper (part-time, 20 hours/week)

Date of Employment: February 2020 – June 2023

**Responsibilities:**

- Cash management and processing of all financial transactions of the church (receipting, disbursements, payroll, debt payments, and bank reconciliations)
- Preparation and filing of all required payroll reports and Presbytery reports
- Supervise volunteer crews for assistance with any financial transaction processing on a weekly basis
- Supervise volunteer crews for assistance with all correspondence mailings to donors, on a quarterly and annual basis
- Prepare monthly financial reports for Church Treasurer, other church staff, and various church committees
- Screen all daily customer contacts with in-person visits, phone calls received, or emails received for the church
- Assist I/T department with weekly audio/visual tapings of church services
- Monitor church's purchasing policies

**Foundation Finance Corporation, Rothschild, WI**

Position: Financial Accountant (part-time)

Date of Employment: February 2020 – July 2021

**Responsibilities:**

- Bank reconciliations for bank accounts of company, processing \$35 million in financial transactions on a monthly basis; highlight loan adjustments/corrections that are required to be made by Loan Processing Division, I/T Division, or Accounting Department; and Assist Comptroller with month-end and year-end closings and annual financial audit, as requested.

**City of Menasha, WI - Administrative Services Department**

Position: Administrative Services Director

Date of Employment: August 2017 – January 2020

**Responsibilities:**

- Cash management and investment of City funds to maximize returns and protect all funds within adopted investment policies; ensure that all daily deposits and ACH files have been processed and transmitted accurately to all appropriate financial institutions
- Provide debt service management, gather information needed for the annual borrowing and refunding issues, and work closely with financial advisors and bond counsel in the preparation of the offering statements
- Administer the development, borrowing, and financial reporting for the City's (12) TIF Districts
- Coordination and preparation of the annual City Operating Budget for submission to the Mayor and Common Council
- Coordination and preparation of the 5-year Capital Improvements Program (CIP) Budget (as well as a preview of a 10-year CIP Budget)
- Installed and implemented new CIP software program for prioritizing capital projects across all departments for 5-year and 10-year periods
- Preparation of required State of Wisconsin financial reports and forms
- Maintain all financial records (general ledger) for City of Menasha and the Menasha Redevelopment Authority
- Supervise receipting of all monies paid to the City
- Supervise disbursement of all monies paid to vendors, including wire transfers
- Monitor City's purchasing policies

- Review annual payroll reconciliation and filing of required state and federal reports
- Monitor/Administer City's employee fringe benefits program
- Lead the City Employee Health Insurance Committee
- Monitor billing and collection for City services provided, including billings to other municipal entities for intergovernmental services
- Primary staff support to the Common Council, Personnel Committee, Redevelopment Authority, Joint Fire Finance/Personnel Committee, Joint Fire Commission, and Room Tax Commission
- Oversee the capital asset management and inventory system for the Village
- Supervise contracted assessor duties for the City
- Supervise and recommend I/T direction for all City departments
- Prepare annual budget for all I/T requests from City departments

**EMPLOYMENT:**

**J. Gumbo's Cajun/Creole Restaurant, Wausau, WI**

Position: Co-owner/Chief Financial Officer

Date of Employment: October 2014 – April 2019

**Responsibilities:**

- Chief Financial Officer for operations of fast casual restaurant and bar
- Installed Quickbooks accounting software system
- Prepare and record all payroll, receivable, payable, and daily cash receipting transactions for business
- Prepare monthly bank reconciliations
- Backup and supervise kitchen staff during weekends
- Prepare materials for advertising promotions for restaurant

**Village of Weston, WI - Finance Department**

Position: Finance Director/Treasurer

Date of Employment: February 2000 – October 2017

**Responsibilities:**

- Cash management and investment of Village funds to maximize returns and protect all funds within adopted investment policies; ensure that all daily deposits and ACH files have been processed and transmitted accurately to all appropriate financial institutions
- Utilize the services of (3) investment brokerage firms (at no cost to the Village) for assistance in diversifying investment portfolio for Village
- Provide debt service management, gather information needed for the annual borrowing and refunding issues, and work closely with financial advisors and bond counsel in the preparation of the offering statements
- Administer the development, borrowing, and financial reporting for the Village's two TIF Districts
- Preparation of monthly and annual financial statements (CAFR) and coordination of annual audit
- Preparation of required State of Wisconsin financial reports and forms
- Preparation of Wisconsin Public Service annual report for Water Utility
- Maintain all financial records (general ledger) for Village of Weston, Everest Metro Police Department/Municipal Court, and South Area Fire & Emergency Response (SAFER) District
- Coordination and preparation of the 2-year Village Operating Budget for submission to the Finance Committee and Village Board
- Coordination and preparation of the 5-year Capital Improvements Program (CIP) Budget



- Property tax collection and settlement with other governments
- Supervise receipting of all monies paid to the Village
- Supervise disbursement of all monies paid to vendors, including wire transfers
- Monitor Village's purchasing policies
- Review annual payroll reconciliation and filing of required state and federal reports
- Monitor/Administer Village's employee fringe benefits program for all (3) municipal entities
- Supervise billing and collection for Village services provided, including quarterly water/sewer/stormwater charges, intergovernmental charges, and other services
- Provide training of Village personnel in the use of the computerized financial system
- Primary staff support to the Finance Committee, Personnel Committee, Everest Metro Finance Committee, SAFER Board of Directors, and Community Development Authority
- Calculate semi-annual letter-of-credit payments due from developers in TIF District #1
- Supervise contracted assessor duties for the Village
- Oversee the capital asset management and inventory system for the Village

**EMPLOYMENT:**

**City of Neenah, WI - Finance Department**

Position: Financial/Budget Analyst

Date of Employment: March 1991 – May 2000

**Responsibilities:**

- Oversee debt service management; gather information needed for annual borrowing and refunding issues; work closely with financial advisers in preparing offering statement
- Team player in the development and administration of City's TIF Districts and financing
- Provided all calculations needed for City in liquidate its Wisconsin Retirement unfunded liability (first city in State of Wisconsin to do so)
- Substitute as City's cash/investment manager in absence of City Treasurer
- Compute weekly cash flow estimates for 6-month/12-month intervals
- Track all contracts being let by the City; prepare monthly project update schedules for Finance Director & Department Heads as needed
- Prepare monthly financial statements
- Coordinate preparation of City's annual Operating Budget; prepare standard budget worksheet formats for user departments; assist departments in obtaining necessary information to complete their budgets; compile all summaries used in Operating Budget book
- Assist Finance Director in preparation of annual Capital Improvements Budget document (a 5-year program is prepared); provide historical data on all major capital projects/facilities; calculate future projections for debt levy information
- Coordinate preparation of all documents needed for City's annual financial audit; (investments, debt, contracts, retirement/wages, payables, receivables, etc.)
- Fixed Asset manager for the City
- Prepare tax forms for City: 1099's, 1098's, 5500's, Wisconsin Sales Tax
- Substitute as City's payroll manager in absence of City's Payroll Clerk
- Calculate all wage increases/adjustments made annually; prepare budget adjustments for all wage/fringe adjustments occurring in budget year

Accountemps has interviewed this candidate. We have not verified all representations made by the candidate in this resume. We recommend that our clients also perform their own reference checking.

**EMPLOYMENT:**

**Neuman's Office Equipment & Supply, Fond du Lac, WI**

Position: Accountant/Computer Operator (part-time)

Date of Employment: June 1994 – May 2000

**Responsibilities:**

- Installed Peachtree accounting software system
- Computerized all payroll, receivable, and payable information
- Provide assistance in teaching employees to use system
- Computerized entire stock of inventory
- Prepared year-end trial balance and workpapers for tax returns

**Hawkins, Ash, Baptie & Company, Manitowoc, WI**

Position: Staff Accountant

Date of Employment: November 1988 – May 1991

**Responsibilities:**

- Perform compilation and review services
- Provide assistance on audit jobs, including non-profits, cities, utilities, and school districts
- Prepare monthly/annual financial statements
- Prepare tax returns for individuals, corporations, and partnerships
- Provide financial planning analysis for clients (corporations and individuals) using computer forecasting projection programs
- Lead Manager of the Wisconsin Department of Transportation audits for firm's Manitowoc office

**Howard Johnson's/Travelers Inn Motel, Fond du Lac, WI**

Position: Night Auditor/Desk Clerk Manager

Date of Employment: May 1983 – November 1988

**Responsibilities:**

- Perform nightly bookkeeping work for motel (post all daily transactions and balance books)
- Handle all significant motel room bookings for weekends and conventions, including EAA

**Zion Ev. Lutheran Church, Van Dyne, WI**

Position: Organist and Treasurer

Date of Employment: 1980 - 2006

**Responsibilities:**

- Provide music for weekly worship services
- Accompany all choir practices as needed
- Performed accounting and treasurer functions for the church for 3 years during the 1990's

**SPECIAL SKILLS:**

Computer experience using IBM PC's; proficient with EXCEL (spreadsheets and graphics), WORD, Access, PowerPoint, and Microsoft Office products; Quickbooks & Peachtree; used Sage, NetSuite, and Pivot Tables (at Foundation Finance); very comfortable with an IBM AS/400 system mainframe; have written many queries for payroll, budgeting and financial applications (while at Neenah); used PC Support (or ACCESS) to download budget worksheets from AS/400 or other financial applications to EXCEL spreadsheet; daily use of internet and email; excellent math and communication skills; proficient in using check scanning hardware and software through Weston's financial institution for 9 years; and 41 years of experience in providing customer service in various positions

**CERTIFICATIONS:** Certified Government Finance Officer (state level) - since November 1996  
Certified Public Finance Officer (national level) - since 2002

**MEMBERSHIPS:** GFOA (Government Finance Officers Association) – National level  
Wisconsin GFOA - State level  
(appointed to WGFOA Executive Board for 2013-2015 period)  
Wisconsin Municipal Treasurers Association  
ICMA (International City/County Management Association) - Student membership  
through UW-Oshkosh/MPA Program

**AWARDS:** Winner of a 1992 scholarship from National GFOA to attend week-long Government  
Finance Officers Institute in Madison, WI for tenured and new government finance  
employees  
Winner of a 2001 scholarship from State GFOA for offsetting cost of national level fees  
for Certified Public Finance Officer certification program  
Winner of a \$6,000 Government Finance Professional Development Scholarship in 2015  
from National GFOA for offsetting cost of MPA program at UW-Oshkosh

**REFERENCES:** Available upon request

