

Debbie Nogle



Qualified to manage the day-to-day operations of senior management. 20+ years' experience in all facets of office administration for governmental entities. Strong communication and managerial skills.

Event Design & Management	Fundraising/Sponsorships	General Accountant
Microsoft Office Programs	Elections	Robert Rules of Order
Customer Service	BS&A Software	Accounts Payable
Economic Development	Volunteer Recruitment	Community Outreach

Sumpter Township
Belleville, Michigan

2025-2026

Human Resource Specialist

- Human Resources; Manage, process and communicate with the Township Manager all activity, data and paperwork for; new hire/current employees, workers' compensation/short-term/long-term claims, benefits/benefits-related processes, FMLA, employee/collective bargaining processes and all personnel matters.
- Administer and support resolution of all employee-related complaints and contract grievances.
- Payroll; Receive, process, file and communicate with the Township Manager all activity, data and paperwork for; payroll-related activities, pay cycle data collection and processing, BS&A use for module activities to generate pay & benefits-related activities, process/print checks or ACH transactions process for direct deposit pay and complete cycle paperwork for payroll cycle approval(s) and transactions completion.
- Calculate and complete special payouts for pay cycle benefits bank time, sick time, personal leave, worker compensation, disabilities differentials and various benefits & supplemental pay.
- Calculate and complete payments for bi-weekly/monthly wages and contributions to the IRS, State of Michigan, MERS, benefits program(s) premiums, union dues and garnishments.

City of Dexter
Dexter, Michigan

2024-2025

Administrative Assistant

- Cash drawer balancing and manage bank deposits
- Process permits, utility payments
- Investigate complaints and resolve
- Developed proactive customer service processes

Charter Township of Independence
Clarkston, Michigan

2023-2024

Assistant Finance Director

- Assists the Finance Director on financial and budget matters and performs the day-to-day accounting activities
- Bank reconciliations, the creation and maintenance of financial records, expense account reconciliations, and inter-departmental accounting transactions
- Cash Receipting
- Payroll of 130+ employees through timesheets



Village of Stockbridge
Stockbridge, Michigan

2013-2023

Village Clerk – Appointed Position

- Responsible for all books, vouchers, and documents relating to the accounts, contracts, debts and revenues of the village, shall countersign and register all bonds issued, and keep a list of all property and effects belonging to the village and of all its debts and liabilities.
- Keeps complete set of books, exhibiting the financial condition of the village in all its departments, funds, resources and liabilities, with proper classification thereof, and showing the purpose for which each fund was raised.
- Liaison for the Planning Commission, Downtown Development Authority.
- Works under the direction of the President of the Village.
- Prepares the agenda for council meetings and edits, transcribes the minutes
- Cemetery Management - Initiate and maintain sales and interment records for Oaklawn Cemetery.
- Accounts Payable / Cash Receipting – BS&A Software
- Assists residents with planning and zoning requirements
- Secures publication of required legal notices concerning amendments to ordinances, public hearing, rezoning, public improvements
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- Payroll - BS&A Software
- Utility Billing – BS&A Software

City of South Lyon
South Lyon, Michigan

2012-2013

Administrative Assistant to City Manager

- Works under the direction of the City Manager
- Serves as a City liaison to Cultural Arts and Parks and Recreation Commission
- Responsible for Economic Development
- Works closely with the Planning Commission, assistance to individuals who wish to develop their property by providing the necessary forms to obtain required municipal permits
- Farmers Market Liaison
- Planning Commission assistant
- Assists tax department and elections

City of Farmington
Downtown Development Authority
Farmington, Michigan

2007 – 2012

Administrative Assistant

- Administrative support for the Executive Director of the Downtown Development Authority
- Initiate agendas, resolutions and reports for DDA meetings

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- Transcribe, compose, type, edit and distribute minutes for DDA meetings
- Process and maintain electronic records and spreadsheets for the DDA financial activities
- Served as Parade Chair for the annual Downtown Farmington Founders Festival
- Liaison between department and local downtown businesses
- Liaison between department and vendors for annual events
- Process and maintain electronic records for the department's financial activities, initiate payments
- Maintain and update DDA website
- Implements government retention record guidelines

City of Westland Public Library
Westland, MI 48185

2005-2007

Assistant to Director

- Administrative support to the Library Director which included scheduling meetings with the Library Board
- Planning and posting meeting notices in compliance with the Open Meetings Act
- Responsible for fiscal operations, payroll, retention records, file maintenance, purchasing and collection acquisition
- Implemented & maintained \$2.4 million budget
- Assisted with accounts payable, human resources and benefits coordinator
- Handled charge of the public service switchboard desk and