

DON KUISMI

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OBJECTIVE

Pursuing a financial management position where I can use my years of experience in accounting, management, and leadership skills to bring positive change to the organization.

KEY QUALIFICATIONS

- Excellent written and oral communications
- Leadership and motivation
- Financial accuracy
- Staff management and coaching
- Process improvements
- Research and problem solving skills

EMPLOYMENT HISTORY

City of Shelton, WA Budget Coordinator/Grants Administrator 2019- Current

- Assist Finance Director with annual budget preparation.
- Preparation of annual indirect cost allocation plan.
- Review and proof monthly payroll reports prior to being processed.
- Prepare annual budget book.
- Grant reporting to State of Washington.
- Ensure that all grant funds are received.
- Monthly financial reports for city council.

Douglas County MN Assistant Finance Director 2017 - 2019

- Preparation of the annual Douglas County financial statement, including fund trial balances and county-wide financial statements. Prepare summary financial statement for publication.
- Preparation of annual Pope Douglas Solid Waste Management financial statement.
- Direct and manage the financial and capital asset systems.
- Maintain general ledger accounts.
- Preparation of reports for the State of Minnesota.
- Implement new policies or programs as required for governmental accounting.
- In absence of the Auditor-Treasurer attend County Board meetings, Hospital Board meetings and bid openings. Approve bills, timesheets and vacation in absence of Auditor-Treasurer.
- Lead central finance department.
- Work with Strategic Financial Accounting Analyst Supervisor and Strategic Accounting Analyst-providing support and training.

Douglas County MN Assistant Auditor-Treasurer

2011- 2016

- Preparation of the annual Douglas County financial statement, including fund trial balances and county-wide financial statements. Prepare summary financial statement for publication.
- Preparation of annual Pope Douglas Solid Waste Management financial statement.
- Direct and manage the financial and capital asset systems.
- Maintain general ledger accounts.
- Preparation of reports for the State of Minnesota.
- Implement new policies or programs as required for governmental accounting.
- In absence of the Auditor-Treasurer attend County Board meetings, Hospital Board meetings and bid openings. Approve bills, timesheets and vacation in absence of Auditor-Treasurer.

Douglas County MN Social Services Director of Business Management

2004-2011

- Supervision of accounting unit which includes account technicians and case aides.
- Responsible for all financial records and functions, A/R, A/Pay, billings etc.
- Manage SSIS computer system.
- Prepare reports for State of MN and auditors.
- Budget preparation and monitor revenues and expenditures compared to Budget
- Payroll.
- Revenue enhancements, analyze revenues and expenditures and monitor grant allocations.

Douglas County Social Services/Public Health Director of Business Management

1996-2004

- Supervision of accounting units in Social Services and Public Health.
- Responsible for all financial records and functions, A/R, A/Pay, billings etc.
- Work with SSIS and CHAMP computer systems.
- Prepare reports for State of MN and auditors.
- Budget preparation and monitor revenues and expenditures compared to Budget.
- Payroll.
- Revenue enhancements, analyze revenues and expenditures and monitor grant allocations.

Douglas County Social Services Fiscal Supervisor

1991-1996

- Supervision of accounting unit in Social Services.
- Responsible for all financial records and functions, A/R, A/Pay, billings etc.
- Prepare reports for State of MN and auditors.
- Budget preparation and monitor revenues and expenditures compared to Budget.
- Payroll.
- Revenue enhancements, analyze revenues and expenditures and monitor grant allocations.

Grant County Social Services Fiscal Officer

1985-1991

- Responsible for all financial records and functions, A/R, A/Pay, billings etc.
- Prepare reports for State of MN and auditors.
- Budget preparation and monitor revenues and expenditures compared to Budget.
- Payroll.

EDUCATION

- Multiple conferences and training presentations.
- Computer Programming with emphasis in accounting, St. Cloud Business College.

REFERENCES

Mike Githens
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