

June 14, 2016

Rob Gianazza, Chairman
Board of Finance
Town of Brookfield, CT 06804

As Controller for the Town of Brookfield, I have implemented the MUNIS financial platform, automated and streamlined accounts payable, payroll and tax collections procedures, uncovered fraud within the School and Town operations, and improved the Town's bond rating from AA to AAA. I have managed the Town and School self-insured health fund, served as a member of the Retirement Benefits Retirement Committee, and maintained the fiscal integrity of Town and School operations for the past 4 years.

In addition to the above, I have over 30 years of municipal fiscal management experience with Westchester County where I implemented and maintained the MetroCard fare collection system and transportation related technology. I was also responsible for financial reporting to Federal, State and local agencies, month and year-end close, grant program development, procurement, implementation and administration, payroll oversight, and fixed asset management.

I would welcome the opportunity to meet with you and discuss the vacant position on the Town of Brookfield Finance Board. I have attached a copy of my resume for your review. Thank you for your consideration.

Sincerely



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OBJECTIVE To obtain a challenging financial position in a corporate, municipal or educational environment

WORK HISTORY

*June
2012 to
Present* **Controller**
*Town of Brookfield
Brookfield, Connecticut 06804*

Reconciled and implemented control procedures utilizing MUNIS and EXCEL programs to correct financial deficiencies within the Town and School system. Improved Brookfield's bond rating from AA+ to AAA within 2 years. Daily duties include:

- Coordinate the preparation of all financial statements, financial reports and analysis and present status to Boards of Selectmen and Finance on a monthly basis
- Manage debt budget including execution of bond anticipation notes, bonds, lease agreements, short term borrowing and analysis of multi-year debt issuance requirements and recommendations
- Coordinate departments capital spending needs, develop reports of fiscal impact of capital projects with regard to budgetary debt limitations
- Insure grant funding procedures are in place to receive disaster relief and other grants
- Develop operating and capital budgets and coordinate budget process with department heads, First Selectman, Board of Selectman and Board of Finance
- Work with Treasurer on short and long term cash needs and investment policies
- Monitor expenditures of all departments, prepare reports on anticipated surplus and shortfalls
- Serve as purchasing agent for the Town-oversee policy development and departmental practices
- Evaluate and coordinates liability, life, health and other insurance carrier for the Town and School administration
- Maintain a strong knowledge of current and proposed government accounting standards (GASB)
- Supervise and manage staff and functions of Accounting Division
- Supervise and manage Information Technology Division
- Supervise Assessor and Tax Collector
- Work closely with Board of Education Staff related to joint financial issues

*July 1994
to
June 2012*

Director-Fiscal Operations
Westchester County Department of Transportation

Responsible for the development, oversight and administration of a \$200 million annual operating and \$50 million annual capital budget for the Westchester County Transit System

- Implemented MetroCard fare collection system and technology
- Responsible for financial reporting to Federal, State and local agencies
- Responsible for month and year-end close, accounting, analysis and reporting
- Responsible for grant program development, implementation, accounting and administration
- Responsible for payroll oversight, fixed asset management; capital grant procurement and administration

EDUCATION **Alfred University**
Bachelors -Finance and Management

Pace University
Masters-Public Administration

**SOFTWARE/
SYSTEM SKILLS** MUNIS, Microsoft EXCEL, Word, Database development and program implementation

CERTIFICATIONS School Business Administrator- 085 EIN: 5935095626
Government Finance Officers Association #300191799