



Mayor of Providence

Brett P. Smiley

April 28, 2023

Honorable Members  
Providence City Council  
City Hall


Dear Honorable Members:

Pursuant to Sections 302(b) and 813(a) of the Providence Home Rule Charter of 1980, as amended, and Public Law Chapter 45-50, Sections 1 through 31 passed in 1987, I am this day appointing Sara Silveria of 143 Middle Highway, Barrington, RI 02806 as Finance Director and respectfully submit the same for your approval.

Sincerely,

  
Brett P. Smiley  
Mayor

IN CITY COUNCIL  
JUN 01 2023

READ  
WHEREUPON IT IS ORDERED THAT  
THE SAME BE RECEIVED AND APPROVED  
 CLERK

# Sara Silveria

Barrington, RI 02806 | C: (401) 480-6409 | E: saraasilveria@gmail.com

## Summary

Results-oriented professional with over 15 years of experience in financial analysis, reporting, budgeting and strategic planning. Adaptable and customer-focused financial leader with expertise in account reconciliations, cash management and company record maintenance. Excellent general ledger accounting skills, data analysis and report writing. Gifted communicator and relationship-builder with top strengths in multitasking and prioritization.

## Skills

- ProFx Engagement
- ProFx Tax
- QuickBooks
- Infor Public Sector
- General ledger accounting
- Budget forecasting
- Account reconciliation
- Financial statement analysis
- Report writing
- Analytical research

## Experience

### FINANCE DIRECTOR | 2019 to Current

#### City of Providence, RI - Providence, RI

- Responsible for all external and internal reporting requirements.
- Manage debt service and future bonding capacity
- Provide daily oversight of Tax Collector, Tax Assessor, Controller, Budget, and Retirement Offices
- Participate in monthly Board of Investment meetings, Retirement Board meetings, Water Supply Board meetings, and chair bi-weekly Board of Contract meetings
- Represent Finance Department at weekly City Council Finance Committee meetings
- Participate in labor contract negotiations and provide fiscal notes on impact
- Create annual rating agency presentations and represent city finances during annual rating agency calls
- Annual submission of the Continuing Disclosure to meet bond requirements
- Respond timely to all Access to Public Records requests as they pertain to any Finance Office affiliate
- Evaluated budget plans and current costs to project trends and recommend updates
- Created and enforced company-wide controls regarding revenue and expenses in concerted effort to protect organization's assets

### DEPUTY FINANCE DIRECTOR | 2013 to 2019

#### City of Providence, RI - Providence, RI

- Responsible for overseeing preparation, submission, and monitoring of the city's annual budget of over \$700 million
- Managed city's debt service, including annual continuing disclosures, participated in ratings calls with national ratings agencies, and worked closely with financial advisors to provide debt capacity analysis
- Prepared monthly and quarterly analysis of actual vs. budgeted spending and projections for submission to the City Council, the Mayor's office, and the State of RI
- Prepared monthly cash flow analysis and operating report
- Oversaw daily functions of finance department including authorizing vendor payments, payroll changes, etc
- Provided ad hoc analysis and reports for city administration
- Managed departmental Access to Public Records requests
- Appeared before City Council Finance Committee on finance and budget related items

### DEPUTY CONTROLLER | 2012 to 2013

#### City of Providence, RI - Providence, RI

- Managed the Fiscal, Payroll, Retirement, and Accounts Payable offices with a total staff of 17 employees
- Maintained general accounting system for the City government and each of its offices, departments and agencies in accordance with GASB
- Responsible for coordination, preparation and timely completion of fiscal year end external audit.
- Participated in special projects and provided financial analysis to the Finance Department, Executive Offices of the Mayor, and the Legislative Offices of the City Council

#### **SENIOR ACCOUNTANT | 2010 to 2012**

#### **STAFF ACCOUNTANT 2007-2010**

#### **Braver PC - Providence, RI**

- Planned and performed year end audits of for-profit businesses, local governments and not-for-profit organizations while meeting strict deadlines
- Drafted financial statements following GAAP requirements for small to medium sized businesses, municipalities, and not-for-profits prepared tax returns for S-Corps, C-Corps, not-for-profits, and individuals
- Scheduled and completed compilations, reviews, and financial statements for several for-profit businesses, not-for-profits, and municipalities
- Supervised and trained staff accountants and reviewed staff workpapers
- Developed positive professional relationships with clients, provided excellent service and timely submittal of all reports
- Analyzed files and accounts for discrepancies and resolved variances

#### **STAFF ACCOUNTANT | 2007**

#### **Barbara M. Holmes, CPA, CFP, MS, LLC - Providence, RI**

- Supervised projects, delegated tasks, and reviewed work of other employees prior to submittal for final review
- Accomplished year end compilations for not-for-profit corporations
- Completed a variety of tax returns including personal, corporate, not-for-profit, small business, and quarterly payroll tax returns

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## **Education and Training**

**Rhode Island College - Providence, RI | Bachelor of Science**  
Accounting, 2007

#### **Budgeting in a Time of Crisis**

John F. Kennedy School of Government at Harvard University, Executive Education  
Issued date: Oct 2020

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## **Affiliations**

- Treasurer, Sheila C Skip Nowell Leadership Academy 2019-2020
- Treasurer, Women's Center of Rhode Island 2013-2016
- Member of the Government Finance Officers Association