



Mayor of Providence

Jorge O. Elorza

October 11, 2018

Honorable Members
Providence City Council
City Hall

Dear Honorable Members:

Pursuant to Sections 302(b) and 1009 of the Providence Home Rule Charter of 1980, I am this day reappointing Scott Slater of 74 Sawyer Street, Providence, RI 02907, as a member of the Providence Public Building Authority for a term ending on July 31, 2023, and respectfully submits the same for your approval.

Sincerely,

A handwritten signature in black ink, appearing to be "J. Elorza", written over a red printed name.

Jorge O. Elorza
Mayor

IN CITY COUNCIL
DEC 06 2018

READ
WHEREUPON IT IS ORDERED THAT
THE SAME BE RECEIVED AND APPROVED
A handwritten signature in black ink, appearing to be "J. Elorza", written over the word "CLERK".
CLERK

PROFESSIONAL EXPERIENCE

CITY OF PROVIDENCE, FINANCE DEPARTMENT – Providence, Rhode Island

Budget Analyst 2005 – Present

- Assist the Director of Finance with the preparation of the annual operating budget
- Creates and maintains various financial reports that assist with the management of the annual operating budget
- Prepare financial analyses, reports and special projects at the request of the Director of Finance
- Communicate with all department directors on issues arising respective to departmental budgets
- Responsible for the review and submission of payments through the City's neighborhood bonds
- Conduct efficiency studies and project future payroll, maintenance, and utility costs to the City

CITY OF PROVIDENCE, CONTROLLER'S OFFICE – Providence, Rhode Island

Fiscal Supervisor 2000 – 2005

- Oversee performance of all activities assigned to the Fiscal Office
- Responsible for the maintenance of the general ledgers, recording of expenditures and revenues of all funds
- Prepare financial analyses, reports and special projects as directed by Controller / Deputy Controller
- Responsible for timely completion of all adjusting journal vouchers
- Direct the preparation of audit schedules
- Responsible for preparation of bank reconciliations and related adjustments; reconcile cash receipts and disbursements
- Assist in the selection and implementation of City's new financial software
- Utilize software programs including Microsoft Office Pro, Lawson Insight and Lotus

Fiscal Officer 1997 – 2000

- Maintain general ledgers and record detailed expenditures and revenues of various governmental fund types
- Prepare bank reconciliations and related adjustments; prepare journal vouchers necessary for accuracy and reliability of financial records on a timely basis
- Reconcile cash receipts and disbursements
- Prepare fund balance sheets, statements of revenue, expenditures and changes in fund balances/retained earnings and related subsidiary statements and supporting statements
- Perform financial analysis and prepare audit schedules; research financial information requests as need

Accounts Payable Clerk 1996 – 1997

- Enter fund invoices for payment on automatic data processing system
- Research financial information requests from internal departments; resolve problems for both internal and external City departments
- **Compile all confidential financial documentation; assist with general office functions as needed**

Payroll Clerk 1995 – 1996

- Disburse preliminary payrolls to all departments; verify completed preliminaries and run payroll checks
- Prepare payments of employees' deductions, withholdings and benefits to appropriate agencies
- Perform all duties related to returned revenue and refund checks

PROVIDENCE MEDICAL HEALTHCARE – Providence, Rhode Island

Finance Manager 2001 – 2006

- Perform all accounts payable and accounts receivable functions
- Reconcile company bank accounts, expenditures and general ledger
- Organize and draft company financial statements
- Prepare all Federal and State quarterly tax returns

EDUCATION:

Bryant College, Smithfield, Rhode Island
Degree: Bachelor of Science in Business Administration, May 1997
Concentration: **Financial Accounting**