



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 "Jorge O. Elorza".

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 "Luis J. Lopez".
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**