



Mayor of Providence

Jorge O. Elorza

November 15, 2019

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,

A handwritten signature in black ink, appearing to be "J. Elorza", written over a horizontal line.

Jorge O. Elorza
Mayor

IN CITY COUNCIL
DEC 05 2019

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

A handwritten signature in blue ink, appearing to be "Adam de la Hoya", written over a horizontal line.
CLERK

Sara Silveria

Work Experience

City of Providence, RI

Deputy Finance Director

2013-Present

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

Deputy Controller

2012-2013

- 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 GAAP for municipalities
- Prepared and coordinated 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

Braver PC, Providence, RI

2007 -2012

Staff Accountant 2007-2010

Senior Accountant 2010-2012

- 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

Barbara M. Holmes, CPA, CFP, MS, LLC

2007

Staff Accountant

- 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

Education **Rhode Island College, Providence, RI** **2007**
Bachelor of Science in Accounting

Technical Skills Microsoft Office, Asana, ProFx Engagement, ProFx Tax, QuickBooks, Lawson

Community Involvement and Professional Affiliations

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

References Available upon request