



Lori L. Hagen
City Clerk

Clerk of Council

DEPARTMENT OF CITY CLERK
CITY HALL

Tina L. Mastroianni
First Deputy

Sheri A. Petronio
Second Deputy

IN CITY COUNCIL
JANUARY 18, 2018

ELECTION OF INTERNAL AUDITOR

COUNCIL PRESIDENT SALVATORE Calls for Nominations for the Office of Internal Auditor for the remaining term of 2015-2019.

COUNCILMAN IGLIOZZI Nominates **GINA M. COSTA** and this Nomination is Seconded by **COUNCILMAN APONTE, COUNCILWOMAN CASTILLO, COUNCILMAN CORREIA, COUNCILWOMAN HARRIS, COUNCILMEN HASSETT, IGLIOZZI, JENNINGS, COUNCILWOMEN LAFORTUNE, MATOS, COUNCILMEN NARDUCCI, PRINCIPE, COUNCILWOMAN RYAN, COUNCILMEN YURDIN AND ZURIER.**

COUNCIL PRESIDENT SALVATORE Calls for further Nominations and there being none, on motion of **COUNCILMAN IGLIOZZI**, Seconded by **COUNCILMAN APONTE, COUNCILWOMAN CASTILLO, COUNCILMAN CORREIA, COUNCILWOMAN HARRIS, COUNCILMEN HASSETT, IGLIOZZI, JENNINGS, COUNCILWOMEN LAFORTUNE, MATOS, COUNCILMEN NARDUCCI, PRINCIPE, COUNCILWOMAN RYAN, COUNCILMEN YURDIN AND ZURIER**, it is voted that Nominations be closed and **the Clerk is directed to cast One Ballot for GINA M. COSTA.**

The Clerk casts One Ballot as directed.

COUNCIL PRESIDENT SALVATORE, Thereupon declares **GINA M. COSTA** duly Elected as Internal Auditor for the remaining term of Four Years ending on the first Monday in January, 2019.

Gina M. Costa

29 Elder Avenue, Riverside, RI 02915 ♦ C: 401.243.4462 ♦gina.cost.411@gmail.com

January 16, 2018

Councilman John J. Iglizzi, Majority Leader
19 Legion Memorial Drive
Providence, RI 02909

Dear Majority Leader Iglizzi,

I am seeking the appointment to position of Internal Auditor. My seventeen years of experience with the City of Providence as an auditor and fiscal advisor have prepared me for the position of Internal Auditor. My skills training and knowledge of the city would be of great value to the City Council. I am truly excited to be considered for this opportunity.

In my role as Auditor/Budget Analyst, I was able to immediately assist the Internal Auditor in the fiscal analysis of the Fire Department platoon change. My knowledge of the many Lawson modules helped in reviewing the city financial data including grants, payroll, and daily revenue and expenses.

I was born, raised and educated in the City of Providence. My two children also attended Classical High School. My youngest daughter and I even shared the same English teacher. My oldest daughter currently coaches basketball at Zuccolo Recreation Center and both have worked as lifeguards at Zuccolo as well. I love that the city has such incredible cultural diversity. To me, it is like the world within our eighteen square miles.

I am well aware of the upcoming challenges that you are facing and would like to the opportunity to assist in the financial success. I have included my résumé for your review. If you are interested to meet with me to discuss my qualifications, I am available to meet with you at your convenience.

Thank you for your time and consideration,

Sincerely,



Gina M. Costa

Enc. Résumé

Gina M. Costa

29 Elder Avenue, Riverside, RI 02915 • C: 401.243.4462 • gina.costa.411@gmail.com

Professional Summary

Experienced auditor with seventeen years' experience with the City of Providence working for both the Administrative and Legislative branches of government, managing public safety finances and knowledgeable in all aspects of city finances, procurement, and applicable ordinances.

Skills

- Strong Interpersonal Skills
- Fiscal budgeting knowledge
- Quantitative and data-analysis skills
- Self-motivated
- Detail-oriented
- Knowledge of Microsoft Office Suite, Lawson, and Govern software

Work History

Auditor/Budget Analyst, 04/2015 to Current

- Obtained and reported monthly expense variances and forecasts for the city's general fund accounts.
- Worked with Director of Purchasing to ensure citywide compliance of the purchasing ordinances.
- Test checks fund availability for Board of Contract and supply, including general fund and grant funds.
- Examine payroll on a biweekly basis to confirm compliance with the compensation and classification ordinances.
- Gathered and analyzed data for Tax Stabilization Agreements and made recommendations based on findings.
- Collaborated with members of the City Council and the Administration to produce a Capital Improvement Plan.
- Create the annual budget for all City Council departments and submit it to the city council for review and approval.
- Regularly attend Committee of Finance and Committee on Urban Redevelopment, Renewal and Planning, provided feedback and research as requested by committee members.
- Analyzed current policy on penalties of delinquent taxes, compared to other cities and provided recommendations to change.

Administrative Assistant, Fiscal Affairs, Public Safety, 07/2004 – 04/2015

- Managed fiscal operations for the largest city department including payroll, procurement and grants.
- Prepared Board of Contract and Supply letters and advertisements in compliance with city ordinances.
- Reconciled vendor statements and handled payment complaints or discrepancies.
- Supervised invoice processing, purchase orders, expense reports, credit memos and payment transactions.
- Researched and resolved accounts payable discrepancies.
- Managed payroll for Police, Fire, Commissioner's Office and Communications, over 900 employees.
- Worked with Police and Communications departments to automate their payroll reporting.
- Handled employee payroll issues.

- Collaborated with Controller's office to automate time accrual in accordance with respective bargaining unit contracts.
- Implemented activity management module for federal, state and local grants.
- Responsible for financial reporting and financial compliance of all grants for Police, Fire, Communications and Emergency Management.

Assistant to Internal Auditor, 1/2001 to 7/2004

- Reviewed payroll reports to confirm compliance with Compensation and Classification Ordinances.
- Performed payroll audits for two city departments, reported findings and recommendations.
- Reviewed departmental expenses and reported anomalies to Internal Auditor.

Inventory Coordinator, 09/1988 to 12/2000

- Completed stock orders and managed inventory levels.
- Created purchase orders to replace and medical implants used during surgical procedures.
- Conferred with surgeons and medical sales representative to confirm that requested medical supplies were available on day of surgery
- Also worked as a medical secretary throughout employment which required transcribing physician orders, scheduling of surgeries and completing post-operative reports.

Education

Bachelor of Science: Management, Focus on Human Resources, 1990

Rhode Island College – Providence, RI

Classical High School: Class of 1985