

Mary Williamson

Town Accountant

Contact



Andreas Bisbikos
First Selectman
Town Of Colchester
127 Norwich Ave
Colchester, CT 06314

Dear First Selectman Bisbikos,

In response to your Finance Director job posting, I offer the following resume and experience for your consideration.

- 22 years of Finance experience 4 of which is related to government accounting
- Knowledge of Munis accounting systems and advanced Excel skills
- Excellent written and verbal communication skills
- A passion for helping others and the community

In my most recent position of Town Accountant, I was able to quickly acquire the skills needed to perform my job functions in unfamiliar software so successfully I have been successfully able to impart some of that knowledge along with others in my skill set to many of my new coworkers. My passion for public service combined with my drive to succeed and professional leadership development is evident in my reviews throughout my career in government accounting and beyond.

I would very much like the opportunity to discuss the unique challenges currently facing the Finance Department in the Town of Colchester and how my unique skills and accountability can help resolve these issues and get the town back on the right track going forward.

Thank you for taking the time to review my resume. I look forward to talking with you.

Sincerely,

Mary Williamson

Enclosure

MARY WILLIAMSON

FINANCIAL SERVICES & CUSTOMER SERVICE MANAGEMENT

Resourceful, results-focused financial services and customer service specialist with 16+ years of experience overseeing projects in financial and accounting operations for financial markets, risk management, and corporate finance management. Expertise in developing and implementing innovative processes to maximize business profitability and reduce costs. Adept at managing customer/vendor relationships while coordinating and managing workflows. Detail-oriented with exceptional work ethic and a proven ability to direct strategic projects from inception through completion while collaborating cross-functionally with high-performance teams and work collaboratively with all levels of management.

CORE COMPETENCIES

◆ Accounting / Financial Operations	◆ Customer & Vendor Relationships	◆ Risk Analysis / Financial Auditing
◆ Account Reconciliation & Management	◆ Contract Management / Budgeting	◆ MS Office / Data Analytics / Excel
◆ Project Management / Coordination	◆ Inventory Management / Tracking	◆ Variance Analysis / Forecasting
◆ Logistics Management / Planning	◆ AP/AR, Billing, Payroll, General Ledger	◆ Leadership, Training, Mentoring

PROFESSIONAL EXPERIENCE

TOWN OF COLCHESTER CT | Colchester, CT

Nov 2022 – Present

Town Accountant

- ◆ Accurately post revenue and other GL adjustments as needed and reconcile all accounts to bank statements monthly.
- ◆ Process ACA and IRS tax forms for revenue and benefits, including error filings from previous years.
- ◆ Create requisitions and purchase orders needed by department heads to properly encumber budgeted funds following GAAP and revenue recognition rules.
- ◆ Oversee the A/P and Payroll processes including identifying and correcting issues as needed.
- ◆ Interface with department heads and various employees providing guidance and training in department procedures and Munis government software to help achieve town goals.
- ◆ Create interactive solutions for a variety of reporting and accessibility issues to help further the financial needs of the town.
- ◆ Provide great customer service to town employees and citizens requesting assistance and information.

TEXAS DEPARTMENT OF HEALTH AND HUMAN SERVICES | Beaumont, TX

Jul 2020 – Nov 2022

Regional Financial Services Manager

- ◆ Oversee financial processes for general accounts, accounts receivable, accounts payable, and payroll while managing a team of accountants and responsibility for multiple million dollar budgets supporting 21 facilities and programs for vulnerable Texas citizens.
- ◆ Provide high-level, comprehensive reports to state office covering multiple regional/statewide projects and funding awards progress.
- ◆ Forecast revenues/expenditures for the general fund and other funds using trend analysis and econometric models/software.
- ◆ Plan, direct, and coordinate work plan; assign project milestones, programs and activities; review/evaluate work processes, methods and procedures; identify problems and implement effective solutions.
- ◆ Served as elected Vice Chair of the Employee Advisory Committee and facilitated an employee-forward initiative in collaboration with multiple subcommittee leaders.

GULF COAST A CRH COMPANY | Beaumont, TX

Oct 2019 – Jul 2020

Accountant

- ◆ Manage responsibility for financial data reporting, including recording transactions, compiling/analyzing data, performing audits, assisting with budgets, completing financial forecasting, computing taxes, and reporting findings to management.
- ◆ Utilize proprietary construction software program to input proposals ensuring accuracy and timeliness and worked closely with purchasing, estimating, and operations to track production and ensure proper cost allocation, payments, and billing to customers.
- ◆ Follow state and federal guidelines for project billing and reporting, including managing accruals and moving/reclassifying costs to correct GL accounts, as needed per GAAP guidelines.
- ◆ Assist support staff and project managers with job cost/billing issues and manage vendor relationships to ensure for proper billing and

payments, based on agreed upon work performed and individual contracts.

COGBILL CONSTRUCTION | Vidor, TX

Oct 2018 – Oct 2019

Director of Finance

- ◆ Oversee company's financial health, operations, and strategy, including analyzing and reporting financial performance through developing revenue reports, distributing calculated funds to departments, and implementing company financial policies.
- ◆ Manage discharge duties as a Production Manager overseeing/managing production of new product line, including enhancing productivity by developing a productivity tracker to assist with managing multi-location inventory process.
- ◆ Conduct full-cycle accounting activities from job inception through aging as well payroll, taxes, workers compensation, credit checks, and retirement benefits; developed purchase order tracking for delivery date management and forecasting visibility.
- ◆ Lead all financial planning and analysis (FP&A) processes, including forecasting, budgeting, and cash flow management.

DOLGEN, INC. | Beaumont, TX

Oct 2017 – Oct 2018

District Advisor

- ◆ Oversaw administrative, HR, and operations activities such as sales, training, customer satisfaction, manager/employee development, scheduling, and company culture initiatives, including coordinating company policy training and compliance for the district.
- ◆ Managed responsibility for leading, training, and mentoring a high-performing team of young adults to meet and exceed weekly goals.

AMERICOM MARKETING | Beaumont, TX

Jun 2016 – Aug 2017

Director of Finance & Strategic Development

- ◆ Discharged duties as an Independent Contractor to oversee company's financial positioning, including establishing highly effective strategies and directives for business and financial success.
- ◆ Implemented job costing, accounts payable, accounts receivable, and records retention policies to ensure smooth flow of work processes.
- ◆ Facilitated and nurtured new business relationships and secured long-term contracts.
- ◆ Kept management and staff up to date with financial position through organizing forecasting and P&L meetings.

GOODPACK USA | Beaumont, TX

Jul 2012 – May 2016

Customer Service Manager

- ◆ Oversaw and managed the activities of three (3) customer service representatives serving over 200 customers, including coordinating inventory planning and logistics to/from depots.
- ◆ Built/developed profitable client relationships in two (2) new markets, which increased revenue in existing markets.
- ◆ Developed high-level reporting to close financials gaps and decrease on-hand discrepancies and delays.

BRINKER INTERNATIONAL | Beaumont, TX

Aug 2011 – Jul 2012

Manager

- ◆ Oversaw the work of 20 staff members in all departments of the company, including product ordering, inventory management, invoicing, maintaining control/improving customer service through tracking product usage and calculating/tracking product and service costs.
- ◆ Coordinated special project sales reporting and forecasting; enhanced goal achievement and prioritization of time scheduling activities for four (4) departments; managed processes for balancing registers and safe and created high loss and waste items reports.
- ◆ Hired qualified candidates in all departments by scheduling/conducting interviews for prospective employees and improved company social and performance culture by efficiently processing new hires and termination paperwork.

ADDITIONAL EXPERIENCE

Client Service Manager, Steam Turbine and Valves, Houston, TX

Sep 2010 – Jun 2011

- ◆ Oversaw day/night shift and strategically managed project requirements and expectations.
- ◆ Account Managers are aware of pricing, job status and additional repair issues.

Manager, Inside Sales Analysts, Steam Turbine and Valves, Houston, TX

Apr 2008 – Sep 2010

- ◆ Increased departmental sales by \$53MM and inside sales productivity by 63%.
- ◆ Developed, implemented, and trained staff on a parts opportunity tracker.

Senior Financial Analyst, Steam Turbine and Valves, Houston, TX

Aug 2006 – Apr 2008

- ◆ Increased revenue recognition and developed/implemented new billing policies.
- ◆ Created/maintained a "work in progress" spreadsheet for over 500 jobs.

EDUCATION

Western Governors University
Bachelor of Science in Accounting
MBA Finance Estimated Completion 12/23

SKILLS & PROFICIENCIES

Payroll ♦ Budgeting/Forecasting ♦ Financial Reporting ♦ Cash Handling ♦ Accounts Payable/Accounts Receivable
Leadership Experience ♦ Underwriting ♦ Management Experience ♦ Supervisory Experience ♦ Microsoft Office
Oracle ♦ MySQL ♦ SQL ♦ General Ledger Accounting/Reconciliation ♦ Financial Analysis ♦ Balance Sheet Reconciliation ♦ GAAP ♦ Munis