

CHRISTINA SMITH
504 SW 10th Place
Cape Coral, FL 33991
(630) 200-2316
Rcsmith2607@yahoo.com

EMPLOYMENT:

Consultant- remote

12/01/2022-On going

- Assisted with software implementation- Clear Gov Capital Improvement module
- Prepared budget- Assisted with analysis and document presentation
- Provided analysis for a water rate study and Lake Michigan water permit
- Tax Levy- Prepared paperwork and created ordinances

VILLAGE OF LEMONT; LEMONT, IL

08/27/2013-08/12/2022

FINANCE DIRECTOR

- Planned, organized, and directed the management and administration of fiscal records in compliance with federal and state statutes and Village ordinance
- Project Coordinator for various high-level projects included but not limited to: Lake Michigan Permit application, implementation of:
 - a new Interactive CIP using Envisio;
 - Strategic Plan document using Envisio;
 - transparency application using ClearGov;
 - Digital Budget Book using ClearGov;;
 - online Check book using ClearGov;;
 - currently assisting with the implementation of a permit software using OpenGov, etc.
 - Enhanced the Village's ERP system by creating an online Purchase Order System, E-Misc Billing, ACFR software, etc.
- Coordinated the preparation for the annual audit; prepares all necessary journal entries, audit schedules, and statistical schedules; prepares a variety of financial reports. Implemented a Tyler software that creates the entire Comprehensive Annual Financial Report.
- Served as the Village Lemont's liaison in matters pertaining to the Finance Department.
- Supervised, trained, directed, and evaluated department personnel, and monitors all activities and operations of the department; sets goals and objectives, and establishes guidelines for performance.
- Coordinated grant applications for Rebuild Illinois Projects
- Submitted on a quarterly basis grant reports
- Developed systems, policies, and rules and regulations for transacting financial matters; directs general accounting activities and develops and maintains internal control systems.
- Prepared long range financial plans, fiscal studies, income and expenditure estimates, and financial reports as requested by the Village Manger and required by law.

CHRISTINA SMITH

- Coordinated the various functions of the department with all other departments regarding budgetary or insurance matters.
- Advised the Village, Trustees, and other officials on fiscal management; invests idle funds in accordance with Village policy; supervises deposits of all funds.
- Prepared long range financial plans, fiscal studies, income and expenditure estimates, and financial reports as requested by the Village Administrator and required by law.

CITY OF NAPERVILLE; NAPERVILLE, IL (3/96-08/2013- 4 different positions- see below)

01/31/04-08/26/2013

ASSISTANT FINANCE DIRECTOR (formerly Financial Reporting Team Leader)

- Leader for the Financial Reporting Team and Billing/Collection Team of the Finance Department
 - Financial Reporting Team consists of Accounting, Budgeting, Accounts Payable, and Payroll
 - Directly and indirectly supervise 22 staff members, which includes exempt and non-exempt staff
- Served as Director of Finance in the absence of the Director of Finance
- Liaison for all risk management contracts. Assisted with the negotiation of the City's first Insurance Broker
- Oversaw the Comprehensive Annual Financial Report, the Annual Operating Budget and Capital Improvements Program
- Coordinated the setup of new Special Service Areas
- Coordinated the Tax Levy Process
- Assisted with Request for Proposals for Investment Advisor, Financial Advisor, Insurance Broker, and Cash and Treasury Management Services
- Served on the Financial Advisory Board as a staff liaison
- Implemented a new "user friendly" report that is sent to all residents called the Popular Annual Financial Report renamed to Citizen's Financial Report- on-line version and print version
- Coordinated the bond presentation material and information for the Official Statement with the Director of Finance and the Financial Advisor
- Project Manager of the cash management implementation team (bank conversion), Capital Improvements Software, on-line W-2s, on-line Accounts Payable invoices, on-line pay stubs, conversion of new collection services, etc.
- Provided analysis for many projects- i.e. SSA buy in, debt schedules for capital borrowing, three-year financial plans, equalized assessed valuations, capital assets evaluation, cash flows for various funds, tax increment financing districts, etc.
- Finance representative for financial presentations to the City Council, Citizen's Academy, Chinese Delegate, and Homeowner's Confederation (CIP projects)
- Worked with legal on any issues regarding lien waivers, payments to vendors, subcontractors, rescinding ordinances, etc.

CHRISTINA SMITH

- Reviewed all financial policies and suggest changes- i.e. travel, procurement card, debt management, investment policy, cash transfer policy, etc.
- Met with outside consultants/vendors regarding financial issues- Downtown Naperville Alliance, Naperville Development Partnerships, Naperville Park District, NCTV, Utility Auditors, etc.
- Served on many committees the most recent is the Smart Grid initiative and Commuter Parking Management

02/01-1/31/04

BUDGET AND CIP MANAGER

- Manager for the Budget and Capital Improvements Division of the Finance Department
- Assisted Director with annual Strategic Goals of the City of Naperville
- Served on a committee that reviewed the City's proposed Paid Time off Plan
- Coordinated the budget staff and the accounting staff to assist with budget and accounting projects
- Served as Acting Finance Director in the absence of the Finance Director and Assistant Finance Director
- Grant Coordinator- searched for grants, reviewed grant applications, monitored grant expenditures and assisted with financial reports

10/97-02/01

FINANCIAL ANALYST

- Oversaw and monitored the operating budget and capital improvements budget for compliance with policies and procedures
- Coordinated and prepared the yearly operating budget and five-year financial plan for the entire City to be submitted to Council for final approval
- Prepared the yearly tax levy recommendations and ordinances to be submitted to Council
- Assisted Director of Finance with special projects- SSA analysis, property tax forecasting, vacancy factor, debt analysis
- Assisted Department of Transportation and Engineering with Capital Improvement Projects expenditures and revenue collection
- Assisted with service comparison initiative

3/96-10/97

ADMINISTRATIVE ANALYST- DEPARTMENT OF COMMUNITY DEVELOPMENT

- Provided administrative and technical support to the Department of Community Development
- Compiled the department's yearly operating budget
- Acted as a liaison for the department
- Prepared the department's web pages
- Served on city-wide committees (EAC, Dinner Dance, etc.)
- Assisted Director of Community Development with special projects

LINCOLN PROPERTY COMPANY; OAK BROOK, IL

10/94-3/96

CHRISTINA SMITH
SR. PROJECT ACCOUNTANT

MARQUETTE COMPANIES, INC; AURORA, IL
SR. PROPERTY ACCOUNTANT

10/92-10/94

EDUCATION:

VALPARAISO UNIVERSITY

Bachelor of Science- Business Administration/Finance Concentration
Minor in Economics and German