

December 4, 2020

Dear Bernard Lynch;

Please consider my resume in your search for a Town Administrator for the Town of Fairhaven. Detailed on my resume you will find a solid twenty-one (21) years of municipal service including eight (8) years as the Finance Director/Treasurer/Collector for the Town of Fairhaven and seventeen (17) years of non-profit accounting to offer you. I have a Bachelor's degree in Business Administration with a concentration in Accounting, Finance, and Information Technology from Nichols College. I also hold certifications for both Massachusetts Municipal Collector and Massachusetts Municipal Treasurer. As well as a certificate from Suffolk University in Local Government Leadership and Management. I believe my eight (8) years of experience with the Town in budgeting and finance, and my strong leadership skills closely match your job requirements and I am confident that I can make a positive contribution as the next Town Administrator for the Town of Fairhaven.

If you are looking for a motivated person who is committed to the highest standard of work performance, I would welcome the opportunity to meet with you for an in-depth discussion of this position.

Sincerely,

A handwritten signature in cursive script that reads "Wendy L. Graves".

Wendy L. Graves, CMMC/CMMT  
Finance Director/Treasurer/Collector  
Town of Fairhaven

# Wendy L. Graves, CMMT CMMC

## Objective

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To obtain a position that will utilize my experience and education, and allow for career growth.

## Experience

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4/13-current

Town of Fairhaven

Fairhaven, MA

### Finance Director/Treasurer/Collector

- Serves as the Town Treasurer and carries out all the statutory duties including cash management, investment of Town funds, issuance of debt, and collection of receivables
- Serves as the Town Collector and carries out all of the statutory duties of the office including managing the timely collection of real estate, personal property, motor vehicle excise, boat excise, water/sewer, and waterway user
- Prepares the Tax Recap to determine the annual tax levy and set the tax rate
- Prepares and maintains the annual and capital budgets and long-range strategic plan
- Oversees administration of Town and School payroll and all payroll deductions
- Manage tax title accounts
- Oversees the operation of the Assessing Division to insure the state laws are being followed
- Oversees the operation of the Accounting Division to insure that the required functions are being carried out in a timely fashion and in accordance with state laws
- Served as the IT Director and oversaw the proper care, maintenance, and purchase of all software and hardware for the Town
- Served as the Personnel Director and maintained a personnel program for employees

1/11-4/13

City of Taunton

Taunton, MA

### Treasurer/Collector

- Manage the collection of real estate, personal property, motor vehicle excise, boat excise, water, sewer, trash bills and tax liens
- Administration of all municipal funds including cash management, investment of funds, issuance of debt, collection of receivables
- Reconciliation of bank statement and cash balances
- Manage tax title accounts
- Oversees administration of payroll and all payroll deductions
- Manage a staff of 11 employees

3/01-3/11

Town of Princeton

Princeton, MA

### Town Treasurer/Assistant Collector

- Administration of all municipal funds including analysis of cash flow, investment of funds, issuance of debt, and collection of receivables
- Reconciliation of bank statement and cash balances
- Manage tax title accounts
- Process payroll and administer all employee benefits
- Prepare and manage departmental, debt, interest, and benefit budgets

## Wendy L. Graves

4/99-4/02

Town of Millbury

Millbury, MA

### **Town Treasurer**

- Administration of all municipal funds including cash management, investment of funds, issuance of debt, and collection of receivables
- Reconciliation of bank statement and cash balances
- Manage tax title accounts
- Supervise payroll and all employee benefit programs
- Prepare and manage departmental, debt, interest, and benefit budgets

8/83 – 06/00

Fallon Community Health Plan/Certified Nursing Services

Worcester, MA

### **Senior Accountant**

- Assisted with the close-down of the company
- Prepared and posted journal entries
- Maintained the chart of accounts
- Prepared financial statements and statistical reports
- Produced cash flow analysis
- Maintained G/L report writer and designed new reports as needed
- Prepared annual budget including departmental budgets
- Reconciled G/L accounts monthly
- Monitored A/R, and performed credit & collection where necessary
- Liaison for computer system maintenance both hardware and software
- Developed and wrote Accounting policies & procedures for JCAHO accreditation
- Prepared Medicare Cost Report
- Prepared monthly, quarterly, and year-end audit schedules
- Coordinated the annual Audit
- Maintained the fixed asset system

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Nichols College

Dudley, MA

### **Bachelors of Science in Business Administration with concentration in Accounting/Finance/Information Technology**

- 2020 Certificate in Local Government Leadership & Management – Suffolk University
- 2017 Certificate in Supervisory Leadership Development Program - MMPA
- 2010 Certified Massachusetts Municipal Collector – MCTA
- 2004 Certified Massachusetts Municipal Treasurer - MCTA

Excel, Word, Access, PowerPoint, QuickBooks, Quicken, Harper's Payroll, ADP Payroll, Data National Tax System, SoftRight, MUNIS and VADAR municipal Software.