

CYNTHIA R. MITCHELL



Dr. Donald Jefferson, Superintendent
Selma City Schools
2194 Broad Street
Selma, Alabama 36701

Dear Dr. Jefferson:

I currently serve as finance director/treasurer for the City of Selma. As an employee of the City, I have achieved results on numerous initiatives and was subsequently rehired by the Selma City Council in 2008 to lead the finance team for the City. After hearing of the opening for a Chief Financial Officer for Selma City Schools, I feel the skills I have gained with my many accomplishments would be beneficial to your administration and the system.

I am especially interested in this position because my experience in municipal and private industry finance has prepared me for a disciplined, secure work environment and the challenges associated with multi-tasking daily while achieving maximum efficiency. I'm looking forward to using this experience for enhancing the financial security of a growing and community-conscious school system.

I would be delighted to contribute my talents achieved from 35 years of financial experience to the future of Selma City Schools. I am confident that my strong background and knowledge of financial management will enable me to be a productive member of your team of Central Office professionals. My ideas on how to improve the system's financial posture may be of particular interest to you.

I would appreciate an opportunity to meet with you to discuss how my experience will best meet your needs. Your reputation of strong leadership and organization lets me know I would highly value working for you and your organization, and so I enclose my resume summarizing my accomplishments for your consideration.

If you would like to schedule an interview or otherwise discuss my interest in this position, I can be reached during the day at my office [REDACTED] or in the evening at my residents [REDACTED]. I will be available at your convenience.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Cynthia R. Mitchell".

Cynthia R. Mitchell

CYNTHIA R. MITCHELL



Executive Profile

Finance Director for the Historic City of Selma; spirit of excellence and integrity; provides timely, accurate, concise and complete financial information; and provides support to other city departments, citizens and the community at large.

Skills Highlights

35+ years of finance experience with private industry and municipal government; 6+ years financial management experience; excellent leadership and organization skills; background in managing bond funds; high level of experience in reconciliation of bank statements; expertise in federal and state grants management; seasoned operator of various financial software applications, including New World System (current software used by the City of Selma); strong track record of execution against strategic objectives and process improvement.

- Administrative Skills
- Budget Administration: analysis, development, forecasts
- Grants compliance
- Cost Reductions
- Departmental Operations Management
- Expense Control
- Multi-million dollar P&L Management
- Organizational Restructure and Change
- PC Competent
- Microsoft Word, Excel, PowerPoint
- Problem Resolution
- Procurement procedures
- Fast Learner

Core Accomplishments

Fiscal Management

- Manages all financial activities for the City of Selma
- Accountable for all P&L
- Tracked and Reduced City expenditures by 10% over a one-year period

Operations Management

- Manages the City's financial professionals
- Handles all functions related to bond fund.
- Collaborates with bond attorney and investment firm on bond fund process
- Worked with Mayor to reduce budget
- Spearheaded consistent analysis of payments to professional vendors
- Reorganized City budget line items to more efficiently monitor expenditures
- Monitors compliance to OMB circular and all state and federal grants

Professional Experience

2003 – Current

CITY OF SELMA

Selma, Alabama

City Treasurer

Manage a team of five (5) professionals in the finance department. Directly responsible for the day to day management and operation; prepares annual general operating budget for all city departments; monitors the compliance to budget constraints on a monthly basis; prepares monthly financial reports to City Council; responsible for timely payment of bonds as well as distribution of current bond proceeds to vendors; prepares statistical reports for Mayor's Office upon request; assists city department heads with budget compliance, manages the accounts receivable/accounts payable process; manages the payroll process for all city employees; coordinates and gathers information required by auditors during the year-end audit process; manages employee year-end income tax process.

2001 – 2002

AMERICAN CANDY COMPANY

Selma, Alabama

General Accountant

Organized month-end closing process to make sure timely and complete entry of all journal entries; verified all entries included complete supporting documentation; ensured system transactions could be quickly traced to original source documents; prepared month end journal entries for: extraction of all system generated G/L transactions, stock status to general ledger reconciliation, payroll, monthly accruals for utilities, leases, and other recurring expenses, statistical tracking and reviewed all other entries for reasonableness and completeness; prepared monthly internal and external reports: inventory activity summary and charts, departmental expense summaries and roll ups, using macros, prepared and distributed expense account detail to department managers, assisted in the preparation of financial statements, and monthly hourly payroll summaries detailing hours, wages, overtime, and paid absences; organized and maintained monthly account reconciliations.

1997 – 2001

LAROCHE INDUSTRIES, INC.

Atlanta, Georgia

Accountant II

Maintained General Ledger including month-end closing; reconciled balance sheet accounts and bank statements.; managed Accounts Receivable; responsible for daily cash management including banking transactions and revolving loan; prepared and distributed monthly management reports; improved quality of A/R information and decreased

error rate on customer accounts; implemented J. D. Edwards financial software module.

Financial Cost Analyst

Responsible for monthly, quarterly and annual reports including balance sheet, P & L and spending and variance reports; created monthly, quarterly and annual reporting package; organized and scheduled heavy workload to meet month-end accounting closing deadlines; minimized inventory losses and write-offs by maintaining and controlling inventories in fine detail.

Accounts Payable Supervisor

Managed Accounts Payable Department; performed monthly closing process; managed all federal and state 1099 reporting; reorganized and trained accounts payable staff to improve efficiency; developed and implemented performance management program for department, resulting in improved performance and morale; developed standard accounting procedures for each employee, improving inter-departmental credibility; member of redesign team that analyzed and addressed daily process problems in the accounting and purchasing departments; assisted in development of on-line freight reconciliation program; supervised installation of new accounts payable software; rewrote training manual for customization of new software; led team to develop system for improving timely payment to vendors, minimizing finance charges and improving cash flow; member of annual external financial audit team.

1997 – 2001

OTHER ACCOUNTING EXPERIENCE

- Various accounting positions - LaRoche Industries, Inc. (1981-1990)
- Temporary accounting positions with various firms (1979-1980)
- State Auditor with the State of New Jersey (1975-1978)

Education

College of New Jersey (formerly Trenton State College)

Business Administration and Accounting

Bachelor of Science

References

Available upon request.