

TRACY WALDRON

EDUCATION:

Dec. 1992 **University of Texas** **Austin, TX**
Bachelor of Business Administration in Accounting
Certified Purchasing Professional
Certified Government Finance Officer
Certified Public Manager

SUMMARY OF QUALIFICATIONS AND SKILLS:

- 30 years of experience in the Finance/Accounting field, 13 years in City/County and 17 in non-profit (governmental accounting field)
- 20 years management experience with proven results (clean audits)
- Strong analytical and strategic thinking skills
- Experience working with government contracts (ie.380/381 Agreements and Economic Development Incentives)
- Ability to work effectively with individuals from diverse backgrounds
- Strong computer skills, experience with numerous types of software
- 11 years of experience as Investment Officer
- Focus on accuracy, efficiency within a paperless work environment.
- Focus on cross training all staff for better coverage and understanding.
- Seek to use best practices, achieving excellence recognition through GFOA

EXPERIENCE:

June 2015-
Current **City of Bastrop, Chief Financial Officer** **Bastrop, TX**

- Maintain the financial integrity of the City.
- Supervise all aspects of Finance, Utility Customer Service, and Municipal Court - total staff of 11.
- Review and update annually all financial policies, taking to City Council for approval as necessary.
- Report financial reports monthly and investment reports quarterly to City Council.
- Assist City Manager in the preparation of the City's annual budget.
- Prepare and update rates for electric and water/wastewater funds.
- Monitor the budget during the year, implementing processes that assist departments with following purchasing policies and laws, submitting budget amendments to City Council as necessary.
- Represent the City as the Investment Officer.
- Preparing and monitoring cash flow analysis for bond proceeds, investing available funds.
- Prepare and review five (5) year forecasting models for all major funds.

May 2012-
June 2015

City of Bastrop, Assistant Finance Director

Bastrop, TX

- Maintain the financial integrity of the City. Where necessary and practical, delegation of responsibilities, actions, and workload processing to qualified staff. Monitoring of delegated responsibilities to insure prompt adherence to City guidelines, policies, and procedures, and efficient completion of workflow requirements.
- Supervise Payroll-Reviews the overall payroll process to insure correct and accurate information is calculated for each employee of the City. Make sure that the City adheres to all applicable payroll policies, and is in compliance with state and federal payroll laws.
- Supervise Accounts Payable- Review and approve invoices for payment, determine correct general ledger coding, making journal entries as needed. Making sure the City adheres to internal purchasing policy along with state purchasing laws.
- Close out yearly financials – Compile information as directed for internal and external auditing purposes. Prepared reports, entries and reconciliations for fixed assets, debt, and accounts receivable to correctly report the financial position of the City.
- Completion of monthly/quarterly duties as it relates to journal entries, 380 agreements, bond funds, debt management and payroll.

Sept. 2010-
May 2012

Bastrop County, Assistant Auditor

Bastrop, TX

- Responsible for auditing the general ledger and making any needed adjustments
- Review and implement new procedures for departments to increase efficiency and accuracy as needed
- Audit and report fees collected on behalf of other entities
- Responsible for knowing applicable state laws to ensure compliance
- Assist in the year end audit, prepare reports and backup including fixed asset roll-forward, Tax receivable roll-forward, Due to/from, etc.
- Backup to County Treasurer
- Tracking and Reporting the counties 381 Agreements
- Tracking and monitoring county contracts
- Audit county departments as needed

Oct. 2009-
Sept. 2010

Austin Recovery, CFO

Austin, TX

- Full time position responsible for performing all aspects of accounting including but not limited to: Accounts payable, accounts receivable, payroll, budget (for organization and funding sources), indirect and direct cost allocations, multiple funds, fixed assets, general ledger and financial reporting to the board and to funding sources.
- Responded to all requests that were financial in nature
- Responsible for overseeing audits internal and external and responding to findings for the agency
- Supervised two staff (Accounts payable, accounts receivable & payroll)
- Familiar with employment law, worked closely with Human Resources Department
- Reported financials to the Board of Directors

Nov. 2008-
June 2009

Agilent Technologies, Senior Cost Accountant
(Temporary 6 month assignment)

Cedar Creek, TX

- Daily consolidated reporting for U.S, Europe & Japan
- Track and reconcile warranty reserve for MX Equipment
- Cost Accounting adjusting entries at month end
- Special projects assigned by Controller

May 2003-
June. 2008

Austin Recovery, Accountant II

Austin, TX

- Part-time position
- Responsible for Self-Funded clients-A/R, billing and statements, reconciling self- funded deposit account and collections
- Entered all cash collections for agency
- Entered all month and year end journal entries and prepared the GL for year- end audit
- Prepared all reports and assembled backup for annual audit
- Assisted in preparing annual budget
- Special projects assigned by CFAO

Sept. 1999-
May 2001

B.L. Nickerson & Assoc., Consultant

New Providence, NJ

(Firm specialized in Non-Profit organizations)

- Trained clients on MIP (fund accounting software) classroom style and one on one as needed (in person and dial-up)
- Assisted clients on reconstructing their general ledger based on an analysis of their organizations reporting needs.
- Data transfer from DOS version to windows (import functions)
- Assisted clients on general accounting functions as needed

Mar. 1993-
June 1999

Austin Recovery, Director of Finance

Austin, TX

- Full time position responsible for performing all aspects of accounting including but not limited to: Accounts payable, accounts receivable, payroll, budget (for organization and funding sources), indirect and direct cost allocations, multiple funds, fixed assets, general ledger and financial reporting to the board and to funding sources.
- Responded to all requests that were financial in nature
- Responsible for overseeing audits internal and external and responding to findings for the agency
- Constructed a written accounting Policy & Procedures manual
- Supervised three staff (accounting clerk, payroll clerk, MIS Coordinator)
- Familiar with employment law, worked closely with Human Resources Department