

Instructions

You may fill out this application on-line by tabbing between fields and selecting the green Submit at the bottom once complete.

If you prefer to submit a paper application you can select the Print button at the bottom of the page. Printed applications require an original signature and date noted. Any additional documents will need to be attached and then mailed to the address at the bottom of the form.

Must be a resident of Nevada County to apply.

Profile

Which Boards would you like to apply for?

Assessment Appeals Board: Submitted

Question applies to multiple boards

Confirm your desired member position:

Assessment Appeals Board Alternate

Incumbent?

☐ Yes ☒ No

Nicole

First Name

Phillips

Last Name

Home Address

Suite or Apt

Truckee

City

CA

State

96161

Postal Code

Mailing Address (if different from residence)

Business Address (Optional)

Town of Truckee, 10183 Truckee Airport Road, Truckee, CA 96161

Supervisory District 1 through 5 (Available from Election Office, 265-1298)

☒ District 5

Time(s) available to attend meetings (days, evenings, etc.)

Available to attend as needed

Email Address

Business Email Address

ncasey@townoftruckee.gov

Mobile:

Primary Phone

Mobile:

Alternate Phone

Are you currently employed with the County of Nevada?

☐ Yes ☒ No

Interests & Experiences

Experience: A resume, or additional sheets, may be attached containing any information that would be helpful to the Board in evaluating your application.

Education/Employment Experience

I have served as the Administrative Services Director for the Town of Truckee for over two years and have worked in Finance for the Town of Truckee for over ten years. I am a licensed CPA in the State of California. Prior to working for the Town of Truckee, I worked for a real estate valuation outsourcing firm.

Community Experience and Affiliations

List any other County boards, commissions, or committees on which you have served:

Countywide Oversight Board for Nevada County as the Mid-Manager Employee Group representative, Board Member for the California Intergovernmental Risk Authority JPA, Board Member for the California Transportation Insurance Program JPA, and served on the Tyler Technologies New World Systems Customer Advisory Board.

Other experience you feel would be helpful to the Board of Supervisors in making this appointment:

Not sure if my role at the Town of Truckee would be a conflict of interest. Hardy Bullock posted the vacant positions and this one seemed the most interesting to me in my desire to serve my community.

References: Please list two references with telephone numbers

Kim Szczurek, Town of Truckee Administrative Services Director, Retired Jen Callaway, Town of Truckee, Town Manager

[Resume -](#)
[_Alternate.docx_1_.pdf](#)

Upload a Resume

Additional Attachments

Agreement

Nicole Phillips

Applicants may be required by State Law and County Ordinance to file a financial disclosure statement as part of the appointment process. The form may be viewed at <http://www.fppc.ca.gov>. An Oath of Office will be required upon appointment. I have reviewed the Financial Disclosure Statement requirement.

☒ I Agree

Applications must be filed with:

**Clerk of the Board of Supervisors - County of Nevada
950 Maidu Ave.**

Nevada City CA 95959-8617.

This application is a public document.

Document-16360 Rev 1/2008

NICOLE•R•PHILLIPS•CPA (INACTIVE)

Truckee, CA

Detail-oriented Certified Professional Accountant with ability to relate details to bigger picture. Skilled at coordinating varied teams around competing priorities & deadlines. Passionate about helping teammates develop & achieve goals. Life-long learner, continuously seeking skill- & self-development.

EXPERIENCE:

Town of Truckee, Truckee, CA

Administrative Services Director

May 2021 to Present

- Oversee Human Resources, Finance, Information Security & Tech, and STR Compliance
- Manage employee relations, including hiring, negotiations, investigations, & grievances
- Educate Council as to Town's financial position, prioritizing resources for their goals
- Oversee the security of the Town's information systems

Finance Manager

August 2020 to May 2021

- Exercise direct supervision over division's professional & technical staff
- Develop & implement administrative division goals, objectives, policies & procedures
- Oversee & manage all Town's accounting & financial operations
- Manage internal control setup & system configuration for Town's ERP system, New World
- Assist with the design & implementation of Town's human resource & benefit plans

Accountant

February 2013 to August 2020

- Coordinate annual Town-wide strategic process of award-winning balanced budget
- Oversee preparation of annual financial statements; coordinate annual independent audit
- Administer Town grant activity, including compliance
- Manage technical staff to ensure accuracy and completeness of accounts payable process
- Payroll, revenue collections, bank reconciliations, purchasing compliance, and inventory

Clear Capital, Truckee, CA

Operations Team Member

October 2011 to February 2013

- Assisted with the development and quality review of real estate valuation reports

EDUCATION

Bachelor of Arts in Environmental Studies &

June 2011

Economics, Focus on Accounting

University of California at Santa Cruz

Masters in Public Administration

April 2022

California State University, Dominguez Hills

Member of Pi Alpha Alpha Honors Society

BOARD AFFILIATIONS

California Intergovernmental Risk Authority – Board Member & Safety Committee – 2021

California Transportation Insurance Program – Finance Committee Member – 2020

Countywide Oversight Board for Nevada County - Board Member - 2019

Tyler Technologies New World Systems Advisory Board – 2014

PROFESSIONAL DEVELOPMENT

Certified Public Accountant (CPA) License – January 2014

Labor Relations Certificate – Liebert Cassidy Whitmore – August 2022

North Lake Tahoe-Truckee Leadership Program – June 2016

ACHIEVEMENTS

Quarterly Employee Award, Town of Truckee–June 2014, February 2015, August 2016 & February 2019

Employee of the Month at Clear Capital – June 2012