

Michelle L. Bodley

OBJECTIVES: Effective and highly skilled financial administrator with a demonstrated record of achievement and integrity looking to obtain a position that can benefit from my knowledge, abilities, and extensive finance and accounting experience.

EXPERIENCE:

11/2017-Present Office of the Treasurer-Tax Collector Nevada City, CA
County of Nevada

Assistant Treasurer Tax Collector

As the Assistant Treasurer Tax Collector for Nevada County, I serve a dual role in developing the overall strategic vision of the office as well as leading the day-to-day operations of the Treasury and Property tax functions. I am responsible for building and implementing innovative solutions to help support our ever-evolving business priorities and needs.

Within the Treasury function, I provide oversight of the \$300M Treasury pool which includes daily investment strategy, cash flow analysis, and general ledger balancing. My role in the Property Tax function includes responsibility for the annual extensions of the property tax rolls and leading our team on the collection and reconciliation of \$300M in annual property taxes which support the County, the Schools and the Special Districts to meet their State mandated duties and local service responsibilities.

My strengths include working cross functionally with County Departments, supporting strategic relationships with our partners, and leveraging Treasury and Tax functions to evolve legacy ways of operating. My ongoing participation in various professional organizations and committees allows me to stay well versed in my role and allows me to help educate others; this includes serving on the Nevada County Citizen's Academy, the Nevada County Employee Academy, the Nevada County Organizational Excellence Council, the Nevada County Welcome Crew, the Nevada County Mentorship Committee, the Nevada County United Way fundraising team, and the CACTTC Treasury committee.

02/2012 – 11/2017 Health and Human Services Agency Administration Nevada City, CA
Department of Social Services
County of Nevada

Administrative Services Officer

Responsible for the overall management of the budget and financial management services for the large and complex Department of Social Services. Possess key knowledge of funding sources and fiscal practices for public assistance programs. Responsible for the submission of the annual budget package consisting of 10 budget units/cost centers totaling \$46M. Perform continuous monitoring of current and proposed legislation to assess budgetary and financial impacts. Generate accurate and reliable fiscal projections and reports for the executive and management team throughout the year to ensure maximum allocation usage and long term fiscal sustainability. Responsible for oversight and review of federal and state claims ensuring compliance with federal and state cost claiming methodologies. Implement accounting policies and procedures necessary to maintain audit standards. Responsible for the fiscal administration of 60+ contracts held by the Department

including conducting contract negotiations with outside vendors, consultants and community-based organizations.

Plan, organize, supervise, review and evaluate the work of 6 professional and technical staff whose responsibilities include preparation of claims for federal and state funding, accounts payable and purchase requisitions, credit card reconciliations, employee travel claims, deposits and cash handling, payroll for 97 employees, salary and benefit files, specialized accounting for Public Guardian conservatees, State and Federal overpayment collections, fiscal management reports, department audits and single audit, contract compliance audits, fleet, facilities, and information technology coordination activities. Exemplary interpersonal and communication skills including frequent consultation and collaboration with Department Program Managers, the County Executive Office and the Auditor's office on fiscal aspects of programs, discussion of fiscal opportunities, development of fiscal strategies, and partnership in implementation. Possess the ability to utilize automated information systems to minimize inefficiency, maximize revenues and streamline fiscal functions.

Represent Nevada County at appropriate fiscal meetings and conferences with the State and our affiliate group CWDA.

06/2005- 02/2012

Office of the Auditor-Controller
County of Nevada

Nevada City, CA

Senior Accountant Auditor

Lead position of the general accounting division beginning in August 2009. Responsible for daily auditing of Countywide revenue, grant tracking and reporting, preparation of State reports, quarterly treasury cash counts, treasury apportionment of interest, and oversight of departmental use of County revenue software system. Responsible for annual County-wide cash and internal control audits. Serve as the accounting liaison to County departments including Health and Human Services Agency, Clerk Recorder, Elections, and Child Support Services. Liaison responsibilities include review and processing of journal entry transactions, fund balance analysis, establishment of new fund and general ledger accounts, budgetary accounting and budget amendments, and departmental board packet review. Perform countywide debt service monitoring and debt service reporting. Responsible for portions of Countywide financial statement preparation including the implementation of GASB 44 statistical schedule. Member of the project team responsible for implementation and filing of the first County comprehensive annual financial report (CAFR) which received the distinguished award for Excellence in Financial Reporting. Provide training to County departments on accounting and financial system use and provide supervision over technical accounting staff.

05/2004 – 06/2005

Office of the Auditor-Controller
County of Nevada

Nevada City, CA

Accounting Technician

Perform a variety of technical accounting and auditing functions including general ledger maintenance, budgetary accounting and cost accounting. Review of departmental accounting records for accuracy, provide assistance with grant accounting and tracking, perform departmental cash audits. Provide technical accounting procedural assistance to County staff and/or departments.

07/2001 – 12/2012

Grass Valley Courtyard Suites

Grass Valley, CA

Bookkeeper

Development and management of all accounting functions from project inception to current operation of this 32-room luxury hotel. Overall authority for the financial operation of the organization, budget preparation and administration, account reconciliation, and journal entry adjustments. Analyze and report business trends and daily operating costs.

07/2001 – 06/2005

All Accounts Bookkeeping

Grass Valley, CA

Owner

Serve privately owned companies in various industries. Services include software setup, A/P, A/R, payroll processing and payroll tax filings; annual tax filings – personal property, state sales and use; financial statement preparation and reporting.

05/1999-05/2001

Barrett Commercial, Inc.

Newport Beach, CA

Executive Assistant to the President

Performed a full spectrum of administrative functions for this real estate developer and owner of six companies. Assisted with real estate contracts and due-diligence work; property and portfolio management; partnership formations and dissolutions; lease addendums and maintenance; tenant relations; and new business development.

EDUCATION:

9/2001 – 12/2004

California State University Sacramento

Sacramento, CA

Bachelor of Science Business Administration
(Accountancy Concentration)

6/1992 – 4/1994

Pepperdine University

Malibu, CA

Undergraduate Studies
General Education

SKILLS:

Skill Name	Skill Level	Last Used	Experience
Quickbooks Pro	Advanced	2017	16 years
Microsoft Office	Advanced	Currently Used	25 years
Sungard Finance Plus	Advanced	Currently Used	17 years

REFERENCES:

Available upon request