



Board of Selectmen

The Wellfleet Board of Selectmen will hold a public meeting on Thursday, October 15, 2015 at 4:30 p.m. at the Wellfleet Senior Center, 715 Old Kings Highway, Wellfleet, MA 02667.

It is anticipated that the meeting will be recorded by the Town. Anyone else desiring to record the meeting may do so only after notifying the chair and may not interfere with the conduct of the meeting in doing so.

.

I. Business

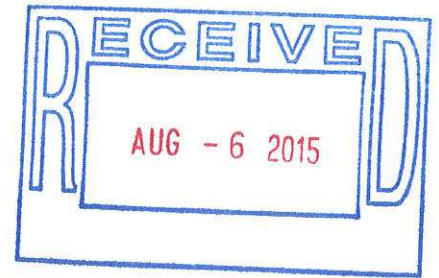
- A. Interview with applicant for Town Treasurer Rosemary Moriarty [TA]

II. Executive session

- A. Executive Session to discuss strategy with respect to litigation (Cumberland Farms v. Zoning Board of Appeals) [TA]

III. Adjournment

July 31, 2015



Mr. Brian Carlson
Assistant Town Administrator
Town of Wellfleet
300 Main Street
Wellfleet, MA 02667
RE: Treasurer

Dear Mr. Carlson:

Please accept the enclosed resume in response to the posting for the position of Treasurer with the Town of Wellfleet.

I am presently employed as the Assistant Treasurer Tax Collector for the Town of Brewster, MA and have been in the municipal environment for over 6 and one half years. Prior to that time I have been in both the private and public sector of accounting. This has provided me with on the job experience in almost all facets of accounting, cash management, finance, payroll, benefits administration and taxation, as well as supervision of staff in the performance of these duties.

My experience as an Assistant Treasurer Tax Collector in two towns has provided me with a variety of skills and experience in municipal government including different computer systems and reporting methods.

I sincerely feel that my skill set, experience and professional work ethic could provide a great benefit to the Town of Wellfleet and would appreciate an opportunity to discuss this position and the qualifications I can bring to meet the needs of the position and the Town.

I hope to hear from you soon.

Respectfully,

Rosemary Moriarty
Rosemary Moriarty

Rosemary Moriarty

Contact details and personal information are intentionally wiped out

MUNICIPAL TREASURER

Highly organized, detailed professional with extensive experience who is able to undertake all duties of the position with incredible drive, attention to detail, quality of performance and integrity. Applies strong financial skill set, practical application experience focused on quality results achieved through a team approach.

QUALIFICATIONS AND BACKGROUND

- Six and ½ years employment in municipal government as an Assistant Treasurer Collector.

My duties and responsibilities over these years have provided an ever increasing knowledge of all aspects of the requirements and demands of the Municipal Treasurer Collector.

My responsibilities, experience and knowledge include:

- Receipt and recording of all incoming revenue to the Town through the various sources.
 - Management of revenue flow to accommodate town needs.
 - Constant monitoring of funds and monthly reconciliations of all accounts and receivables.
 - Funding of all warrants and associated transfers for accurate account balances.
 - Preparation and maintenance of department budgets.
 - Preparation of billing for betterments, partial payments and releases of.
 - Generation of tax files for billing of all taxes and maintaining a current schedule of all tax billings to maximize town revenue.
 - Production of required control ledgers and reports in an accurate and timely manner.
 - Assist Payroll Administrator in verifying accuracy and documentation requirements as well as back up if needed.
 - Assistance to Treasurer with borrowing, accepting bank bids, debt service, etc.
 - Constant contact with taxpayers to assist with questions, concerns or problems.
- Eight years employment as Finance Director of a professional service company.
 - Responsible for all accounting, financial reporting, tax reporting, and personnel operations for a multi-million dollar public relations company with offices throughout the country. This encompassed basically all facets of the accounting cycle from invoice generation to cash receipts, AR, AP, payroll, all general ledger applications and all required tax reporting. This position supervised a staff of three.
 - Eight years employment as a Staff Accountant in public accounting firms.
 - Eight years' experience in a public accounting firm performing accounting , payroll, payroll tax filing, federal and state tax returns, and compilation level financial statements as well as basic bookkeeping and accounting software consulting. While in public accounting I represented a very wide range of clients from small non-profit organizations, one person business entities up to large corporations with multi state locations.

SKILLS AND ACCOMPLISHMENTS

- Developed research methods that have shown significant positive effects on collection of outstanding taxes thus reducing receivables to a very low level.
- Extensive computer experience with a wide variety of systems, currently using Vadar, PK, Sage Abra, Excel, Word, Outlook.
- Installed accounting system not currently in practice to ease flow of information and create control over information and status of operations.
- Researched and installed an internet based time reporting system for companywide reporting to ease flow of valuable information related to invoicing for services resulting in great reduction and turnaround in billing cycle.
- Created a computerized database of all pertinent information needed for financial reporting to reduce year end work required by outside accounting firm to complete tax returns and financial statements.
- Developed a standardized client system including written contracts between Company and client to facilitate better client relations and work flow.
- Able to multitask different functions within the work environment to achieve desired overall results.
- Can identify, research and find solutions to issues or concerns to accomplish satisfactory solutions.
- Ability to analyze financial data quickly and accurately and communicate results in a clear concise manner.
- Approach taxpayers and employees in a respectful positive knowledgeable manner in which to earn their respect and to establish a solid team/work relationship.

EDUCATION

Associate Degree Accounting, Springfield Technical Community College, Springfield, MA
Courses toward Bachelors of Science Degree; Accounting; Westfield University, Westfield, MA
All course work completed as of August 2015 for certification as Tax Collector-MCTA

PROFESSIONAL ORGANIZATIONS

Massachusetts Collectors Treasurer Association
Cape & Islands Treasurer Collectors Association

EMPLOYMENT HISTORY

Town of Brewster, 2198 Main Street, Brewster, MA 02631

Assistant Treasurer, Tax Collector 8/2012 to present

Town of Dennis 485 Main Street, Dennis, MA 02660

Assistant Treasurer, Tax Collector 2/2009-7/2012

Coltrin & Associates, Inc. 801 Floral Vale Blvd. Yardley, PA 19067

Vice President of Finance 4/2005 -2/2009

Director of Finance and Human Resources 10/2000-4/2005

DelConte, Hyde, Annello and Schuch, CPA's 6 Executive Drive, Farmington, CT 06032

Staff Accountant 1997-10/2000

Downey, Sweeney, Fitzgerald & Company, PC 11 Hampden St, Springfield, MA 01101

Associate Accountant 1991-1996

References provided upon request.



Town of Wellfleet
300 Main Street
Wellfleet, MA 02667
508-349-0300
fax 508-349-0305
www.wellfleet-ma.gov

EMPLOYMENT APPLICATION

Please read this before filling out this application

The Town of Wellfleet does not discriminate in hiring or employment on the basis of race, color, religious creed, national origin, handicap, veteran status, gender, age, sexual orientation or genetic information. No question in this application is intended to secure information to be used for such discrimination.

All questions should be answered clearly, completely and accurately in your own handwriting. If you need more space, please attach a separate sheet. Please print and use ink.

PERSONAL

Date 7/31/15

Name MORIARTY Rosemary
Last First Middle

Address Intentionally wiped out
Number Street City/Town State Zip Code

Mailing Address Intentionally wiped out
(If different) PO Box or Street Address City/Town State Zip Code

E-mail Intentionally wiped out Telephone (Intentionally wiped out)

Position(s) desired TREASURER

Salary desired \$65,000. Date Available NEGOTIABLE

Social Security Number may be requested at a later date for a background check with your consent, or if individual is hired.

GENERAL INFORMATION

How were you referred to us?

- ☐ Self ☐ School/college
- ☐ Newspaper or other publication - Name _____
- ☐ Employee referral - Name _____
- ☒ Other WEBSITE

If you are hired and are under the age of 18, can you furnish a work permit? n/a

Have you filed an application with the Town of Wellfleet before? no

If yes, give date: _____

Have you ever been employed by the Town of Wellfleet before? no

If yes, give date and department: _____

Are you employed now? YES

May we contact your present employer?

YES

☐ Immediately? AFTER INTERVIEW

☐ After acceptance of employment? _____

☐ No. If no, please give reason _____

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names that indicate race, color, religion, gender, national origin, sexual orientation or genetic information.

SEE RESUME

#1

Employer: _____ Dates: From: _____ To: _____

Address: _____

Hourly rate/salary - Starting _____ Final _____

Job Title _____ Work Performed _____

Supervisor: _____ Telephone: _____

#2

Employer: _____ Dates: From: _____ To: _____

Address: _____

Hourly rate/salary - Starting _____ Final _____

Job Title _____ Work Performed _____

Supervisor: _____ Telephone: _____

#3

Employer: _____ Dates: From: _____ To: _____

Address: _____

Hourly rate/salary - Starting _____ Final _____

Job Title _____ Work Performed _____

Supervisor: _____ Telephone: _____

If you need additional space, please continue on a separate sheet of paper. Describe other training, certifications, licenses (CDL), etc. or experience applicable to the job you are seeking.

If applying for a clerical position, please answer the following questions

Can you type? (WPM) _____ Do you take dictation? (WPM) _____

Can you use a computer? _____ Are you proficient with Microsoft Office? _____

EDUCATION

HIGH SCHOOL Circle Last Year Completed 1 2 3 4

Complete Address _____

Graduated: _____ Yes _____ No _____ Major Course _____

COLLEGE Circle Last Year Completed 1 2 3 4

SEE RESUME

Major Course of Study

Complete Address

Graduated: Yes No Degree or Certification received

OTHER SCHOOLS OR SPECIALIZED TRAINING

Circle Last Year Completed 1 2 3 4

Major Course of Study

Complete Address

Graduated: Yes No Degree or Certification received

POLYGRAPH TESTS – It is illegal for an employer to utilize a polygraph or any other testing device or written examination for testing truthfulness or honesty of anyone applying for a job or of those who are presently employed.

“It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.” (MGL 149 § 19B: Employee Polygraph Protection Act of 1988)

REFERENCES

Please list below the name of three professional or work-related references.

Name and Title	Company	Telephone	Years Acquainted
LISA VITALE TREASURER/COLL.	TOWN OF BREWSTER	Intentionally wiped out	3
ANNE CLANCY PIR ADMINISTRATOR	TOWN OF DENNIS	Intentionally wiped out	6
NICHOLAS LAPIER OWNER	NICHOLAS LAPIER CPA	Intentionally wiped out	24

AGREEMENT

Please read before signing:

I understand that receipt of this application and the granting of an interview does not imply that I will be employed.

CERTIFICATION

I certify that all statements made in this statement are true, complete and correct to the best of my knowledge and belief, and are made in good faith.

I authorize persons, schools, current employer and previous employers and organizations named in this application (and accompanying resume, if any) to provide the Town of Wellfleet with any relevant information which may be required to arrive at any employment decision and I voluntarily release such persons, schools, employers and organizations from all liability for providing such information. I release the Town of Wellfleet against any liability that might result from requesting such information.

Signature Rosemary Manasty Date 7/31/15