

Richard J. Viscay Jr.

May 6, 2015

Ms. Caryn Malloy
Director of Human Resources
Town of Arlington
730 Massachusetts Avenue
Arlington, MA 02476

Dear Ms. Malloy:

Please find enclosed a copy of my resume for your review. I believe the combination of my formal education and my state and local municipal finance experience over the last sixteen years offers me the unique opportunity to make a positive contribution to the Town of Arlington and its stakeholders.

I have achieved several major accomplishments throughout my career in municipal finance, including the Government Finance Officers Association's Distinguished Budget Presentation Award and Certificate of Achievement for Excellence in Financial Reporting.

My greatest strength lies in my ability as a clear communicator; equally at ease speaking with senior management, government officials and control agencies, vendors, contractors, and co-workers. These communication skills have enabled me to become an effective leader and problem solver.

I believe that I am particularly well qualified for your position of comptroller and would like to have the opportunity to meet with you to explore how I may be of value to Arlington's financial management team.

Thank you for your consideration.

Best regards,



Richard Viscay

Enclosure

Richard J. Viscay Jr. MBA

Objective

To utilize my job experience and education in a career that will challenge me and allow me to broaden my knowledge of municipal finance and administration.

Summary

Experienced, well-qualified municipal finance professional with demonstrated accomplishments in sound financial planning and forecasting. Excellent analytical and leadership skills. Proven ability to strengthen financial management. A level-headed leader with a take charge attitude who works well with public officials, taxpayers, vendors, and coworkers at all levels.

Areas of expertise:

- Financial Policy and Procedure
- Long-Term and Short-Term Debt Strategy
- Capital Improvement Budgeting and Planning
- Financial Forecasting
- Benefits Administration
- Regulatory Compliance
- Procurement Law
- Collective Bargaining

Accomplishments – Government Finance Officers Association (GFOA)

*GFOA Distinguished Budget
Presentation Award*

Fiscal Years 2009 – 2013, 2015

The Distinguished Budget Presentation Award is specifically designed to encourage state and local governments to prepare and issue budget documents of the highest quality. Top quality budget documents are essential if citizens and others with an interest in a government's finances are to be full and informed participants in the budget process. Better budget documents contribute to better decision making and enhanced accountability.

*GFOA Certificate of Achievement for
Excellence in Financial Reporting
(CAFR)*

Fiscal Years 2006 – 2012, 2014 (pending)

The CAFR is specifically designed to encourage state and local governments to prepare and issue a comprehensive annual financial report of the highest quality. This recognition can be viewed as a positive factor by credit rating agencies and by others interested in the professionalism of a government's finance function.

Professional Experience

January 2013— present

City of Everett,
Massachusetts

Everett, MA

Chief Financial Officer/City Auditor

- Advises Mayor Carlo DeMaria on all financial matters of the City's \$191 million budget (FY15).
- Hired to serve as the City of Everett's first Chief Financial Officer to provide the vision and leadership to make the City finance department extraordinary.
- Manages all financial functions of the city including Auditing, Treasurer/Collector, Assessing, Purchasing, and Budget Departments.
- Responsible for keeping all accounts of the City, maintaining the required financial records and control of all fund expenditures.
- Supervised the conversion of the City's financial software from VADAR to SoftRight, including accounting, treasury, collections, and utility billing modules.
- Serves as liaison with the City's independent auditing firms conducting annual or operational audits.
- Reviews and develops financial policies and procedures to assure compliance with state and federal regulations.
- Works with all City departments to help develop mission statements, create goals and objectives, and produce long term budget strategies that are sustainable within the limits of Proposition 2 ½.
- Performs long-term financial forecasting of both revenues and expenditures; including five year financial plans for general government, water and sewer enterprise fund, and capital improvement program.
- Ex-officio member of the Everett Contributory Retirement Board.

March 2006— Jan. 2013

City of Salem,
Massachusetts

Salem, MA

Finance Director/City Auditor

- Served as Mayor Kim Driscoll's chief strategist on all budgets developed under her administration from FY07 to FY13. (\$137 million budget in FY13).
- Managed all financial functions of the City including Auditing, Collector, Treasurer, Assessing, Purchasing, Information Technology, and Parking Departments.
- Served on city's School Building Committee that recently completed a \$50 million Green Repair Program through the Massachusetts School Building Authority.
- Implemented Time and Attendance automation within the City's MUNIS financial software, which eliminated all manual record keeping of sick, vacation and personal time accruals, as well as manual timesheets.
- Helped eliminate a \$5 million structural deficit at school department by working with key State, City and School Department officials in implementing a comprehensive plan that included mid-year budget cuts, consolidation of key financial functions between the City and School departments, and adoption of special legislation (Chapter 15 of the Acts of 2008).

- Worked with Municipal Finance Oversight Board to sell State Qualified Bonds as well as deficit bonds as required by special legislation.
- Accelerated payment of deficit bonds from seven (7) years to two (2) years by working collaboratively with the Superintendent, Mayor, Director of Accounts, and DESE officials on a comprehensive plan using a combination of grant dollars and general fund appropriations to satisfy all requirements of special legislation.
- Created City's first comprehensive five year financial forecast and five year capital improvement program.
- Resolved a \$3 million dollar deficit in the City's health insurance trust by procuring health care benefits, eliminating city's self insurance plan, and implementation of premium based plans for both active employees and retirees, allowing for cost certainty of health insurance premiums.
- Spearheaded inter-municipal agreement for shared procurement services with the Town of Swampscott.
- Implemented policies to build city's stabilization fund from \$27,000 in 2006 to over \$4 million in 2013.
- Served as ex-officio member of the Salem Contributory Retirement Board

Sept. 2003— March 2006

*Town of Wenham,
Massachusetts*

Wenham, MA

Finance Director/Town Accountant

- Managed all financial functions for the Town, including Accounting, Treasurer, Collector, and Assessing departments.
- Coordinated all benefit administration, including health, dental and life insurance, as well as deferred compensation and retirement benefits.
- Collaborated with Town of Hamilton to manage shared services of the Hamilton/Wenham public library, recreation department, emergency communication operation, and council on aging van transportation.
- Advised Board of Selectmen and Town Administrator on financial policies and procedures.
- Maintained and managed debt schedules, contracts, and financial audits of the Town.

Jan. 1999— Sept. 2003

*Commonwealth of
Massachusetts –
Department of Revenue*

Boston, MA

Accountant IV – Division of Local Services

- Analyzed financial reports and records of cities, towns, and school districts of the Commonwealth.
- Assisted municipal officials in the areas of municipal finance and law.
- Reviewed hundreds of municipal tax rate recapitulations for certification by the Director of Accounts.
- Certified municipalities' free cash and retained earnings.
- Audited financial records and performed audit control functions.
- Worked together with the DOR's Financial Management Assistance Program in performing financial management reviews for various municipalities.

Education

1999— 2004

Salem State University

Salem, MA

Masters of Business Administration

- GPA – 3.62

1989— 1993

*University of
Massachusetts*

Amherst, MA

Bachelors of Business Administration

- Concentration – Accounting

Professional Memberships

Everett Contributory Retirement Board – Board Member (ex-officio)

Government Finance Officers Association – Member

Massachusetts Municipal Auditors and Accountants Association – Member

Eastern Massachusetts Municipal Auditors and Accountants Association - President

Massachusetts Association of Public Procurement Officers – Member

- Certified Massachusetts Public Procurement Officer (MCPPO designation)

References

References available upon request.