

MARK L. HARRIS
County Executive

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Winnebago County
Office of the County Executive

TO: Members of the Winnebago County Board
FROM: Mark L. Harris
DATE: February 13, 2018
SUBJECT: Appointment to the **DIRECTOR OF FINANCE**

Subject to your approval, I am hereby making the following appointment as the **DIRECTOR OF FINANCE**.

VICKY K. FITZGERALD

I believe you will find Ms. Fitzgerald to be well qualified to head our Finance Department. I have attached a copy of Ms. Fitzgerald's resume for your reference.

Thank you in advance for your favorable consideration of this appointment.

A handwritten signature in cursive script that reads "Mark L. Harris".

Mark L. Harris, County Executive

MLH/jpf
CC: County Clerk

VICKY K FITZGERALD, CPA

Oshkosh, WI 54902

Phone:

Email:

PROFESSIONAL EXPERIENCE

Moraine Park Technical College (Fond du Lac) Director of Finance January 2016 to Present

- Oversee the annual budget process. Facilitate the preparation of budget document
- Oversee the year end closing and audit process. Facilitate the preparation of the year end journal entries, reconciliations, and Comprehensive Annual Financial Report (CAFR)
- Oversee the set up and maintenance of the finance information system modules, i.e. general ledger, accounts payable/receivable, purchasing, fixed assets, commitment control, and student accounting
- Manage banking activities, investments and cash management for the College and Foundation
- Prepare customer and regulatory financial reports including the Uniform Financial Fund Accounting Standards submission
- Manage the internal audit function of the college to ensure compliance with state statutes, Wisconsin Technical College System regulations, and college policies to help safeguard the College's assets
- Serve as an Accounting Partner for college departments by providing support and consultation on finance-related activities, i.e. budget, salary expense, capital projects, grants, etc.
- Supervise accounting staff for of 5; including hiring and terminating, reviews and scheduling

Northeast Wisconsin Technical College (Green Bay, WI) Accounting Manager October 2013 to January 2016

- Oversaw the year end closing and audit process. Facilitated the preparation of the year end journal entries, reconciliations, and Comprehensive Annual Financial Report (CAFR)
- Oversaw the set up and maintenance of the finance information system modules, i.e. general ledger, accounts payable/receivable, purchasing, fixed assets, commitment control, and student accounting
- Managed banking activities, investments and cash management for the College and Foundation
- Prepared customer and regulatory financial reports including the Uniform Financial Fund Accounting Standards submission
- Managed the internal audit function of the college to ensure compliance with state statutes, Wisconsin Technical College System regulations, and college policies to help safeguard the College's assets
- Served as an Accounting Partner for college departments by providing support and consultation on finance-related activities, i.e. budget, salary expense, capital projects, grants, etc.
- Supervised accounting staff for of 8; including hiring and terminating, reviews and scheduling
- Inspirational Leadership Academy graduate

Northeast Wisconsin Technical College (Green Bay, WI) Adjunct Instructor September 2014 to January 2016

- Taught college level courses on Government and Not-for-Profit Accounting and Accounting I

VF Corporation (Appleton, WI) Manager of Financial Reporting January 2011 to October 2013

- Maintained financial records for the Outdoor and Action Sports coalitions of this Fortune 250 company, which includes 8 brands (The North Face, Vans, Reef, JanSport, Timberland, SmartWool, Lucy and Eagle Creek) in North America
- Coordinated month end close duties for \$3.6 billion annual income, and ensure Sarbanes Oxley compliance
- Managed an accounting staff of 10; including hiring and terminating, reviews and scheduling
- Prepared budgets and forecasts for the coalitions
- Monitored Capital Investment for the 8 brands in the coalition
- Served on the leadership team for a \$100 million SAP implementation project

VICKY K FITZGERALD, CPA

Miles Kimball Co (Oshkosh, WI)

Manager of Accounting and Compliance

March 2009 to January 2011

- Maintained financial records for all six brands of Miles Kimball Company
- Prepared/reconciled monthly financial statements and manage month end close duties for \$200 million annual income
- Supervised an accounting staff of 7; including hiring and terminating, reviews and scheduling
- Oversaw Sarbanes Oxley compliance
- Assisted in budgeting and forecasting for the entire company
- Performed Capital Investment analysis for all capital requests
- Led key charter projects to enhance efficiencies within the organization

Alta Resources (Neenah, WI)

Accounting Manager: Disney Movie Club

June 2007 to March 2009

- Maintained financial records for the Disney Movie Club
- Prepared and reconciled monthly financial statements for \$170 million annual income
- Coordinated partnership with staff from Walt Disney Studios Home Entertainment in California
- Supervised an accounting staff of 15; including hiring and terminating, reviews and scheduling
- Managed \$1 million departmental budget to a positive gross margin
- Led key projects to enhance business rules and policies for Disney Movie Club

Care Partners Assisted Living, LLC (Oshkosh, WI)

Controller

December 2003 to November 2006

- Maintained financial records for five companies in a regulated health care setting with 24 facilities and 300-plus employees
- Supervised accounting staff for payroll, accounts payable/receivable
- Managed operations including human resources and information technology
- Prepared and negotiated all county government contracts
- Facilitated due diligence and financing for all capital acquisitions

Oshkosh Chamber of Commerce (Oshkosh, WI)

Controller

February 2000 to December 2003

- Maintained financial records for the Oshkosh Chamber of Commerce and six of its affiliates
- General accounting for payroll, accounts payable/receivable, analyzed and prepared annual budget
- Managed operations including human resources, information technology and building maintenance
- Leadership Oshkosh program graduate

EDUCATION

Marian University – Fond du Lac

MS – Organizational Leadership, Anticipated graduation in May 2018

University of Wisconsin – Oshkosh

BBA. – Accounting, May 1999

Graduated summa cum laude

SKILLS & TRAINING

- Highly proficient in Microsoft Excel, SAP, Hyperion, People Soft, Banner, Great Plains Dynamics, AS400, QuickBooks and Kronos Timekeeping
- Successfully completed Six Sigma Green Belt
- Effective speaker, listener, writer and reader
- Diplomatic negotiator
- Respected leadership and interpersonal relations
- Manage time well under pressure of deadlines
- Productively organized and analytical

REFERENCES

Available Upon Request