

Objective

To continue challenges in daily work activities of planning, directing, managing and overseeing activities in the area of transportation management.

Experience

Associate Director

March 2021 – Present City of Albuquerque – Transit, Albuquerque, NM

- Plan, direct, manage, and oversee the Finance, Vehicle Maintenance, and Facility Maintenance divisions of the Transit Department
- Coordinate activities of 135 employees
- Supervisor Fiscal Manager, Maintenance Manager, and Facility Manager
- Oversee procurements of bus purchases, memorandums of understanding with County and Rio Metro, facility assessments, and capital projects
- Coordinate Transit Asset Management Plan implementation

Fiscal Manager

July 2013 – March 2021 City of Albuquerque – Transit, Albuquerque, NM

- Manage all activities related to the finances and accounting for the Transit Department, including:
 - Annual preparation of over \$50 million operating budget and \$10 million capital (grant) budget which includes regular meetings with divisions of operations, planning, maintenance, information technology, and administration;
 - Involvement in meetings with budget office, Mayor's administration office, and City Council, including providing responses in public settings to questions about the budget;
 - Preparation and submission of biennial general bond obligations and other funding instruments;
 - Manage, review and approve expenditures for \$130 million capital project which includes preparing monthly reporting to Department of Transportation;
 - Write Department of Transportation Transit Asset Management Plan;
 - Respond to requests from internal and outside auditors as well as Department of Transportation reviews.
- Oversee all purchasing related activities, including:
 - Direct and assign day to day procurement activities;
 - Manage from start to finish bus and van procurements, working with outside vendors and with transportation maintenance, operations and IT staff;
 - Prepared inaugural Department of Transportation (DOT) Federal Transit Administration procurement procedures, which includes my understanding of Federal, State and Local laws, related to transportation procurements.
- Supervise staff including Fiscal Officer, Grant Analyst, Fiscal Supervisor, Accountants and Accounting assistants, as well as:
 - Plan, direct and coordinate staff; select, train, motivate and evaluate personnel; work with employees to develop skills to encourage advancement within the City organization.

Executive Budget Analyst II

August 2006 – July 2013 City of Albuquerque – Finance and Administrative, Albuquerque, NM

- Prepare, compile, and analyze data related to annual financial budgets including:
 - Forecasting quarterly expenditures and meeting with department directors;
 - Preparation of proposed and approved budgets;
 - Monitor and reconcile government fund accounting;
 - Define and Assemble performance based budgets;
 - Working with various City budget activities including Public Safety, Cultural Engagement, Transportation, and Governmental Excellence;
 - Provide technical assistance and guidance to assigned department directors and other financial staff on budget policies, procedures, priority objectives, performance measures.
- Respond to and assist Budget Officer, Mayor Chief Administrative Officer and City Council staff on related budget concerns, which included:
 - Taking direction from CAO, work on performance reviews for various city functions, including code enforcement, administrative hearing office, risk management, animal welfare, and transportation payroll;
 - Provide City staff support to Indicators Progress Commission including publishing Albuquerque Progress Report online and producing twelve page report for distribution through the Albuquerque Journal; gather performance related information locally and perform regional and national comparisons;
 - Develop and update website pages for Albuquerque Progress Report (<https://www.cabq.gov/progress>), ARRA Recovery and Transparency (abq-view) websites directed by City Administration.

Fiscal Officer

May 2003 – August 2006 City of Albuquerque – Aviation (Sunport Transportation), Albuquerque, NM

- Develop Yearly Budgets for Operating, Capital and Debt Funds including collaboration with division managers and department director
 - Involved in regular communication with Department of Transportation Federal Aviation Administration in regards to receiving discretionary and entitlement grants for capital and operating expenditures with my understanding of federal regulations related to Department of Transportation.
 - Prepare various reports of transportation analysis for department director, including enplanements and deplanements.
 - Involved in quarterly forecasting of expenses/revenues including work with Executive Budget Analysts
 - Prepare yearly financial statements and budget supplemental of transportation activities
 - Manage Airport Capital Plan including Liquidity Analysis and Airport Debt Planning. Assist with the issuance of Transportation Revenue Bonds and Short-term Debt instruments..
 - Review and Audit all Capital Expenditures
 - Assist in Yearly Review and Setting of Transportation Rates and Charges and this included meeting with Airport Transportation tenants.
 - Extensive and Daily Involvement with Microsoft Excel including developing new ways of tracking and accounting expenditures/revenues.
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- Manage/Supervise Accounts Receivable, Payroll, and Accounts Payable (4 total employees) as well as ensure compliance with all purchasing procedures of department.

Accountant 2

Dec. 1999 – May 2003 City of Albuquerque – Aviation (Sunport Transportation), Albuquerque, NM

- Manage and Supervise two accounting assistants responsible for payroll and accounts payable
- Perform regular review of payroll data entered and review timesheets
- Respond to issues/questions from division managers on payroll procedures, compliance of Personnel Rules and Regulations and understanding of collection bargaining agreements
- Set-up databases for internal tracking of invoices
- Daily review of work orders/payments to ensure completeness and compliance with approval/payment process
- Assist in preparation of yearly budget and forecasting transportation expenses
- Provide support to division managers on transportation expenses and classification
- Provide back up to accounting assistants

Financial Analyst

July 1999 – Dec 1999 Intel Corporation through CDI, Rio Rancho, NM

- Responsible for preparing biweekly cost report to project managers on construction and demolition projects of Intel fabrication plants
- Created and maintained an internal database to more accurately categorize and track change orders and help project managers be accountable for changes made to their projects
- Responsible for assigning work to three cost analysts in support of reconciling cost report

Education

Baylor University, Waco, Texas

1986 - 1990

- Bachelor Business Administration – Finance Concentration

University of New Mexico, Albuquerque, NM

1995 - 1996

- Additional undergraduate studies – Accounting Concentration

Associations

Association of Government Accountants (AGA) 2006 - 2015; Presenter at 2010 Professional Development Conference

American Society for Quality 2010
