



As Finance Director, Colleen oversees the administration of the agency's financial, bookkeeping, and fiscal-related activities of the agency subject to Federal and State accounting procedures and audit requirements. She maintains personnel records, reports payroll and manages the day-to-day operations and office environment of the organization.

Education

Master of Business Administration (MBA),
Sacred Heart University

Bachelor of Science, Management, Fairfield
University

Colleen Kelleher

(she/her/hers)

Finance Director

MetroCOG

Relevant Experience

Annual Budget and Work Plan

MetroCOG, *Annually*

- Assists the Executive Director with preparing the annual budget and work plan and periodic financial reporting.
- Administers the budget for the organization and controls the expenditure of fund allocations within the constraints of approved budgets.

Human Resources

MetroCOG, *Ongoing*

- Oversees annual renewals and modifications for agency benefit programs. Coordinates and maintains employee time sheets, retirement account enrollments, health insurance, and personnel matters.
- Advertises staff vacancies and coordinates onboarding for new hires.

Marketing

MetroCOG, *Ongoing*

- Updates the organization's website.
- Maintains the organization's subscription-based marketing tools.