

CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

From: John Leach, Municipal Administrator

Date: October 22, 2024

Subject: Promotion of Controller to Finance Director

A handwritten signature in black ink, appearing to be "J. Leach", is written over the "From:" line.

Background

On October 2, 2024, Melissa Haley officially submitted her resignation as Finance Director, with her departure set for March 31, 2025. Since then, Brooke Volschenk, who has been serving as Controller for the Finance Department since December of 2023, has taken on additional duties and responsibilities aligned with the Finance Director role to gain the necessary training and familiarity. In recognition of her performance and readiness, I have extended a promotion offer to Brooke for the position of Finance Director, effective on the date of Melissa's departure.

Analysis

Brooke is highly qualified for the Finance Director role, and her upcoming promotion is well deserved. She has been instrumental in ensuring the successful implementation of the new Time and Attendance system and maintaining strict compliance with our recently adopted Procurement Policies.

Brooke is a financial professional with over 10 years of experience in accounting and financial management in both the public and private sectors. She has a proven track record in leadership, financial statement preparation and analysis, and the development of policies that ensure financial accuracy and regulatory compliance. Currently serving as Controller for the City and Borough of Sitka, Brooke oversees all accounting operations, ensures compliance with GAAP, GASB, and GAAFR standards, and manages a team of six staff members.

Previously, Brooke held roles as Accounting Manager for the City and Borough of Sitka and Corporate Controller at Hames Corporation, where she led financial reporting, compliance, and auditing processes. Her background also includes senior accounting positions with Christine Harrington, CPA LLC, and fiscal oversight as Finance Director for the Sitka Sound Science Center. She holds a Bachelor of Business Administration in Accounting and Business Management from the University of Alaska, Southeast.

Fiscal Note

The Finance Director position is funded at Range 41 in the FY25 budget. I made the following offer to Brooke, which he has accepted:

- Starting wage at Grade/Step 41H, regular, full-time, exempt, non-represented, and benefitted
- Annual leave accrual rate of 200 hours per year (third tier) as outlined in the Personnel Policies Handbook
- Addition of 40 vacation hours added to annual leave bank
- Other benefits continue at current rate

Recommendation

Approve the promotion of Brooke Volschenk as Sitka's Finance Director under the terms stated above.

Encl: Promotion Offer Letter to Brooke Volschenk
Resume of Brooke Volschenk



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

HUMAN RESOURCES DEPARTMENT

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907-747-1816

October 16th, 2024

Brooke Volschenk
brooke.volschenk@cityofsitka.org

[VIA EMAIL ONLY]

Re: Promotion to the Position of Finance Director

Dear Brooke,

I am pleased to offer you the promotion to Finance Director leading the Finance Department within the City and Borough of Sitka (CBS) with the following conditions:

Starting Salary: \$154,876.80/year, paid bi-weekly, Non-Rep Pay Matrix, Grade 41, Step H, Exempt, Full-Time, Benefitted

Start Date: March 31, 2025

Leave Bank: 40 hours additional leave to be banked at Start Date.

Annual Leave Accrual: 7.70 hrs bi-weekly (200 hours/year)

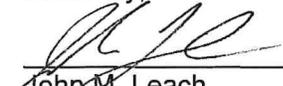
Supervisor: Your supervisor is the Municipal Administrator.

Job Duties: As per position job description; to be signed at start date for new position.

In this new position, benefits and other terms and conditions for a non-represented, regular, full-time employee are covered in the CBS Personnel Policies Handbook effective December 14, 2021, and as amended.

Congratulations Brooke! I look forward to you taking on this vital role within CBS.

Sincerely,

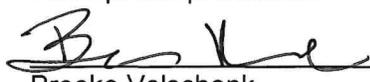


John M. Leach
Municipal Administrator

10/21/2024

Date

I accept this promotion:



Brooke Volschenk

10/21/2024

Date

Cc: Human Resources [via email only]

Brooke Volschenk

SUMMARY

Financial professional with over 10 years of comprehensive experience in accounting and financial management across public and private sectors. Proven track record of demonstrating strong leadership and operational oversight in various accounting roles. Expertise in financial statement preparation, financial analysis, and developing policies to enhance financial accuracy and regulatory adherence.

PROFESSIONAL EXPERIENCE

City and Borough of Sitka

Controller

December 2023 – Present

- Develops, implements, and manages all aspects of accounting and financial reporting systems, ensuring compliance with GAAP, GASB, and GAAFR.
- Oversees and manages all preparations for annual external CPA audit of financial systems, internal controls, and financial statements.
- Assists Finance Director with preparation of quarterly financial statements and Annual Comprehensive Finance Report (ACFR).
- Supervises a team of six accounting and payroll staff.
- Temporarily assumes full responsibilities of Finance Director in their absence.

Accounting Manager

December 2022 – November 2023

- Managed and supported invoice processing, billing, cash receipts, cash disbursements, and receivables collection.
- Supervised daily posting and coding of all financial transactions, including accounts payable invoices and utility and municipal billing.
- Prepared and reviewed periodic general ledger account reconciliations and journal entries.
- Performed annual inventory reconciliations and collaborated with departments on inventory management practices.
- Assisted in preparation of supporting schedules for annual external audit.
- Supervised accounts payable and utility billing staff.

Hames Corporation

August 2021 – November 2022

Corporate Controller

Sitka, AK

- Prepared monthly financial statements and management information reports for parent and subsidiary companies and managed entities.
- Performed financial analysis and provided recommendations to management for decision-making.
- Managed and complied with local, state, and federal government reporting requirements and filings.
- Provided external accountant with requested information for annual audit and tax return preparation.
- Coordinated physical inventory count and valuation of inventory for six retail stores.
- Monitored and implemented accounting policies and procedures to ensure regulatory compliance and accuracy of financial data.

Christine Harrington, CPA LLC

February 2017 – July 2021

Senior Accountant

Sitka, AK

- Performed financial statement audits and federal compliance audits of nonprofit organizations and municipalities including evaluation of accounting procedures and internal controls.
- Prepared financial statements in accordance with GAAP.
- Prepared simple to complex tax returns for individual, nonprofit, and business clients.
- Provided accounting services to small business clients including payroll processing and reporting.
- Provided recommendations and guidance to clients for development of accounting policies and internal controls.

Sitka Sound Science Center

May 2014 – November 2017

Finance Director

Sitka, AK

- Provided fiscal oversight of \$2MM+ budget and general management of all business operations.
- Responsible for the day-to-day management of accounting transactions including accounts payable, accounts receivable, payroll, grants, and contracts.
- Prepared financial statements and financial analysis for the management team and the Board of Directors.
- Created annual budget in collaboration with department heads.
- Prepared and submitted financial reports for state and federal granting agencies.
- Successfully obtained the organization’s first Negotiated Indirect Cost Rate for use on federal awards.

EDUCATION

University of Alaska, Southeast

2012 – 2016

Bachelor of Business Administration: Accounting & Business Management

SKILLS

- | | | |
|------------------------|-----------------------|------------------------|
| ▪ Financial Reporting | ▪ Financial Analysis | ▪ Internal Controls |
| ▪ GAAP | ▪ GASB | ▪ GAAFR |
| ▪ Personnel Management | ▪ Budgeting | ▪ Tax Accounting |
| ▪ Accounts Payable | ▪ Accounts Receivable | ▪ Inventory Accounting |

Software proficiencies: New World ERP, Microsoft Dynamics GP, BI360 Solver, QuickBooks, Workpaper CS, TaxSlayer, Microsoft Office Suite: Excel, Word, PowerPoint