

Melissa A. Haley

Education

- 2013** **F.W. Olin Graduate School of Business at Babson College**, Wellesley, MA. MBA.
- 1998** **Middlebury College**, Middlebury, VT. BA.
Double Major: International Politics and Economics/Russian Language and Literature
Honors: Dean's List, *Dobro Slovo* (National Slavic Honor Society).
- 1994** **Sitka High School**, Sitka, AK. Diploma.

Experience

- March 2017 – present** **Controller, City and Borough of Sitka**, Sitka, AK
Managed, directed and oversaw the accurate recording of all receipts and expenditures and the preparation of quarterly and annual financial reports. Oversaw annual audits by external CPAs. Ensured accuracy of accounting records and compliance with and implementation of new accounting standards. Ensured a smooth succession plan by both cross-training in and leading processes such as annual budget development, bonding and bond refunding, long-term analysis and modelling, and CAFR writing.
- June 2004 – March 2017** **Director of Finance and Administration (2010-Present)/Operations Manager (2004-2010)**, *EcoLogic Development Fund*, Cambridge, MA/Sitka, AK
Managed all aspects of EcoLogic's finances, including financial operations in Guatemala, Honduras, Panama, Mexico, and China. Developed a system of clear, concise, and timely reporting to senior leadership and to the board of directors. Designed a comprehensive budgeting process to produce an annual budget that met organizational, programmatic, and departmental requirements. Closely managed budget throughout the year ensuring adequate resources for programs and operations. Led annual audit process and ensured timely completion of audited financial statements. Oversaw smooth operation of office including reliable and efficient operation of all technology systems. Participated in long-term strategic planning processes. Closely monitored use of both restricted and core operating resources. Ensured efficient and comprehensive systems for documenting all expenses. Initiated and led transition to fund-based accounting. Developed and improved procedures and controls around EcoLogic's international financial management. Implemented new and revised existing HR policies, leading to improved employee retention. As member of EcoLogic's management team, provided input from the finance perspective on major decisions and integrated financial metrics into long-term planning.
- June 1998 – December 2002** **Chief Financial Officer (1999-2004)/Senior Project Manager (1998-2004)**, *Language Scientific* (formerly *RIC International*), Cambridge, MA.
Hired as Project Manager and charged with coordinating technical interpreting services for government clients. Upon expansion, added duties of Chief Financial Officer and promoted to Senior Project Manager. Responsibilities included analyzing and maintaining financial position. Managed payroll processing, both internally and externally. Administered employee benefits. Ensured positive cash flow by tracking accounts receivables, collection activities, and administration of line of credit. Organized large volumes of information and workflow between clients, linguists, and travel departments. Analyzed contract opportunities and wrote proposals for projects in the U.S. and abroad.