

ANGELA P. MURRAY

Enthusiastic Financial Leader, eager to contribute to team success through hard work, attention to detail, and excellent organizational skills. Motivated to learn, grow and excel in the accounting field.

PROFESSIONAL EXPERIENCE

Deputy Finance Director/Controller/Accountant:

- **Annual Audited Financial Statements/Single Audit/General Ledger Oversight**
 - Coordinate with the External Independent Auditor and City/Town/School, including meeting with various Departments to gather required information.
 - Preparation of the Schedule of Expenditures of Federal Awards (SEFA).
 - Review the audit report and management comments and provide explanations and recommendations.
 - Provide various reports analyzing revenue and expense budgets, cash flow, and fund balance.
 - Review/approve all account reconciliations, including General Fund, Enterprise Funds and Grant Funds.
 - Evaluate the maintenance and management of current accounting system (Munis), including reviewing and improving internal controls/policies necessary to provide accurate financial reporting.
 - Create and maintain UCOA accounts for school department, including submittal to state for review prior to completion of annual audit.
 - **Annual Budget**
 - Support the Finance Director/Superintendent to formulate annual budgets, including preparing Budget documents showing prior year's actuals to assist in creating next year's budgets. This includes meeting with each Department to understand changing needs/wants for operational and capital expenditures.
 - Prepare quarterly reports for Municipal Transparency Portal (MTP).
 - **Debt Management**
 - Assist Finance Director/Mayor/Town Manager with assessment and projection of borrowing needs.
 - Coordinate with Fin. Advisors/Bond Counsel to prepare Official Statement and Continuing Disclosure.
 - Review Debt Schedules for budgeting and setting up payments to banks.
 - Determine Capital Lease Purchase needs and payment schedules.
 - **Grant Administration**
 - Coordinate with department personnel to track grant expenditures and reimbursements.
 - Properly document Federal/State/Local grants for accurate end of cycle reporting.
 - Submit/Track submittals to Rhode Island Infrastructure Bank (RIIB) for State Revolving Fund(SRF) Grants, as well as other local, state, and federal agencies.
 - **Capital Asset Management**
 - Maintain capital assets records, including additions, disposals, and construction in process (CIP), as well as end of fiscal year journal entries for depreciation of Enterprise Funds.
 - Review and discuss with water and sewer departments, any inventory held onsite at June 30.
 - **Investments/Cash Management**
 - Review and discuss interest rates with bank rep. to ensure Town is taking advantage of higher rates.
 - Evaluate bank balances to determine when transfers are needed between investment and cash accounts.
 - **Miscellaneous Accounting Activities**
 - Supervise Accounts Payable, Payroll, Accounts Receivable, Procurement (including MPA).
 - Submit Sales Tax Payments on RI State Portal.
 - Work with Tax/Revenue Department to collect necessary information to complete monthly reconciliations.
 - Collect data related to unclaimed property and file with the State of Rhode Island.
- City of Warwick**
Aug 2022 - Present
CONTROLLER
- North Kingstown School Dept.**
July 2021 - Aug 2022
CONTROLLER
- Town of North Kingstown**
Aug 2016 - July 2021
DEPUTY FINANCE DIRECTOR
- Town of Westerly**
Mar 2015 - July 2016
ACCOUNTANT

EDUCATION

2009 – 2012	Masters of Professional Accountancy	Rhode Island College, Providence, Rhode Island	3.80
1998 – 2001	Masters of Landscape Architecture	University of Georgia, Athens, Georgia	3.57
1993 – 1997	Bachelor of Arts in Biology	Spalding University, Louisville, Kentucky	3.18