



CITY OF NEW BEDFORD
JONATHAN F. MITCHELL, MAYOR

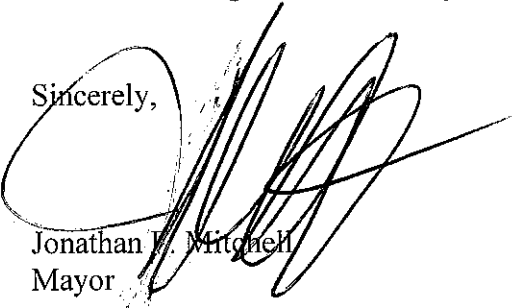
September 7, 2017

City Council President Joseph P. Lopes
Honorable Members of the City Council
City of New Bedford
133 William Street
New Bedford, MA 02740

Dear Council President Lopes and Honorable Members of the City Council:

I am submitting for your approval the **APPOINTMENT** of Heather Heffernan of 776 Rockdale Avenue, New Bedford, MA to the Election Commission. Ms. Heffernan will be replacing Celeste Paleologos who has resigned from the Commission. This term will expire in April 2021.

Sincerely,


Jonathan F. Mitchell
Mayor

JFM/dlr
Attachments

cc: Ms. Heffernan
Election Commission



CITY OF NEW BEDFORD BOARD & COMMISSION APPLICATION

The Mayor is seeking citizens who wish to serve on City Boards and Commissions established to assist and advise the City on specific matters. Please complete this application in full (attach a resume and other information which may assist the Mayor and the City Council in making its selection) and file it with the Personnel Office. The Mayor reserves the right to reject any application. Some appointments are subject to confirmation by the City Council.

Board/Commission applying for: (see reverse side) Election Commission

Name: Heather Heffernan Email: _____

Home Telephone: _____ Work Telephone: _____

Residence Address: 776 Rockdale Avenue Zip: 02740

Present Occupation & Place of Employment: CFO, Sylvia Group

Educational Background: BSBA in Accounting: Xavier University

Memberships in Community Organizations or Professional Groups:

Current Listing: Leadership SouthCoast, Class of 2017 / Treasurer (State Level), Massachusetts Association of Insurance Women since July 2016 / Treasurer (Bristol County Chapter), Massachusetts Association of Insurance Women since July 2014 / Fundraising Committee Member, Children's Advocacy Center of Bristol County

City Boards and/or Commissions on which you have previously served:

I have not previously served on any City Boards or Commissions.

The reasons why you wish to be considered for appointment by the Mayor:

I feel that this would be an excellent opportunity to exercise my civic duty to learn even more about the great city of New Bedford, while continuing to do everything I can to make this community an even better place to live.

Please detail specific areas of expertise:

Budgeting, Auditing, Accounting, Problem Solving

Please detail specific areas of interest:

Improving the Economy of New Bedford, Community Advocacy

Available for meetings in the daytime ☐ evenings ☐ both ☒ (check one)

Resident of the City since what year: December 2007

Appointees and incumbents may be required to file a Statement of Economic Interest, as required by the City Council Rules or the Mayor. The statement may require a declaration that you have no interest in conflict with the City of New Bedford. Please return your completed application to the Personnel Department, 133 William St., Room 212, New Bedford, MA 02740.

Applications will be kept on file for two years.

**I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING
INFORMATION IS TRUE AND CORRECT.**

Signature of Applicant: Heather Heffernan
Digitally signed by Heather Heffernan
Date: 2017.08.12 15:43:24 -04'00'

Date: _____

HEATHER L. HEFFERNAN

776 Rockdale Avenue § New Bedford, MA 02740

ACCOUNTANT

Meticulous, accomplished accounting professional with remarkable training and managerial experience. Excellent communicator who is skilled in improving efficiency with existing processes, while fully conforming to corporate and accounting policies. Strong team-motivating and multi-tasking skills, and successfully completes tasks and projects within time and budget constraints. Superior auditing and problem solving skills.

EDUCATION:

Xavier University, Cincinnati, Ohio; William's College of Business Administration, B.S.B.A.
Accounting. Undergraduate Graduation May 2001.

- ◆ Overall GPA 3.575; Cum Laude and Dean's list all semesters.

PROFESSIONAL EXPERIENCE:

Chief Financial Officer, Sylvia Group, Dartmouth, MA.

September 2012 - Current

- ◆ Serves on the leadership team, meeting regularly to discuss and resolve important issues related to all business operations in conjunction with strategizing for future business planning.
- ◆ Leads the Operations department of five employees, including Accounting, IT and Reception and serves as a key resource to the entire staff of forty-eight employees.
- ◆ Designs and implements accounting systems, policies and procedures for proper internal controls and for the collection of accounting, statistical and financial data, in accordance with GAAP.
- ◆ Implements, maintains and ensures maximum operating efficiency of all IT hardware and software systems. Also serves as a key liaison to our third-party IT support vendor.
- ◆ Processes payroll on a bi-weekly basis and performs regular audits in this area.
- ◆ Complies with local, state and federal government reporting requirements and tax filings.
- ◆ Maintains consistent and thorough documentation of activities for E&O purposes.
- ◆ Coordinates and manages matters related to facilities.

Sr. Financial Analyst, Quad/Graphics (fka World Color USA, LLC), Taunton, MA. *April 2008 - September 2012*

- ◆ Reported directly to the Regional Plant Controller and guided the rest of the department in all areas related to accounting. Reviewed and approved all work related to A/P and A/R and provided further support to the team as needed. Constantly reviewed procedures and suggested ways to improve efficiency within the department and elsewhere.
- ◆ Performed all other duties associated with daily accounting transactions in a publicly traded manufacturing environment as well as month end close and quarterly financial reporting via SOX controls and reporting standards.
- ◆ Implemented reporting tools to inform the management team each week on machine performance and productivity for the previous week. These tools became extremely useful in highlighting potential problems to find ways to meet or exceed our targets each month and to improve P&L results.
- ◆ Assisted the Controller with Chapter 11 Bankruptcy protection proceedings as the North American companies fka Quebecor World entered and exited the protection proceedings. Launched a plant-wide pursuit to eliminate excessive spending to aid the company in a timely exit from bankruptcy, effectively lowering our spending by nearly 40% compared to targeted figures for the entire plant in 2008 and 2009. Cost cutting measures have been adopted as routine in the company since that time.

Accounting Manager, Lennar Homes LLC, Maitland, FL.

May 2003 - December 2007

- ◆ Directly supervised the Contracts and Closing department, consisting of the closing manager and closing assistant, two contract administrators, and the systems administrator. Reviewed and approved all settlement statements executed by the division. Reconciled customer deposits to the backlog listing and extensively reviewed all new purchase agreements.
- ◆ Promoted to Accounting Manager August 2006.
- ◆ Performed integral duties such as annual budgeting, monthly forecast, variance analysis and financial review. Reconciled weekly performance reports, approved revenue accounting entries, monitored fixed assets, prepared net asset comparisons, trial balance reconciliations and bank statement reconciliations. Preparation and coordination of quarter close reporting.
- ◆ Throughout all efforts, in constant pursuit of finding cost savings wherever possible.

- ◆ Adhered to all GAAP practices and performed quarterly audit testing for SOX compliance.
- ◆ Monitored our regional depository bank account and bank transactions, wire transfers, customer deposits, manager account transactions and reimbursements, and A/R fundings.
- ◆ Promoted to Senior Accountant January 2004.
- ◆ Executed other tasks such as cost analysis, inter-company transactions, HOA assessment payments, processed rebates, recorded land purchases, service and warranty review, and monthly close activities.
- ◆ Facilitated communication with the internal and external auditors and performed random audit testing.
- ◆ Worked with Assistant Controller in Joint Venture accounting and stepped in for the A/P supervisor to complete daily/weekly tasks in her absence.

Accounting Manager, Chief Fire Prevention, Mt. Vernon, NY.

August 2002 - March 2003

- ◆ Managed and implemented the proper accounting principles for operation in this novel service company for restaurant fire suppression and grease exhaust system cleaning.
- ◆ Administrated all functions associated with accounts payable and accounts receivable.
- ◆ Monitored parts inventory and purchases to streamline costs.
- ◆ Oversaw payroll, health plan administration, and petty cash.

Accounts Receivable Manager, Kahrs International, Inc., Altamonte Springs, FL.

July 2001 - August 2002

- ◆ Assumed the role of all accounts receivable duties in this international (Swedish) hardwood flooring company with a concentration on collections in accounts receivable.
- ◆ Completed all bank reconciliations and financial statements for reporting to Sweden.
- ◆ Fulfilled additional duties such as billing/invoicing, cash receipts, credit applications/customer set-up, return authorizations, freight claims, sales support, G/L maintenance and monitored payroll and all associated reports.

CO-OP Accounting Position, Munninghoff, Lange & Co., Covington, KY.

August 1999 - May 2001

- ◆ Functioned as an integral component in the tests of effectiveness of the financial statements during client audits for this CPA firm. Composed and edited client financial statements.
- ◆ Developed excellent auditing skills under the direction of the managing partner and conducted physical inventory counts in conjunction with annual client audits.
- ◆ Prepared quarterly and annual payroll withholding reports for cities, counties, and states.

ACTIVITIES:

Leadership SouthCoast, Class of 2017

- ◆ Expected graduation October 2017.
- ◆ Community leadership development organization created to engage, educate and empower emerging and experienced leaders to be active participants in strengthening and improving the SouthCoast region.

Treasurer, Massachusetts Association of Insurance Women (MAIW)

- ◆ Serving as MAIW Treasurer since July 2016 at the state level.
- ◆ Serving as MAIW Treasurer since July 2014 for the Bristol County chapter.
- ◆ Focus on education, our community and personal leadership skill development. Facilitates fundraisers to raise scholarship monies to be awarded to local high school students seeking college education.

Committee Member, Children's Advocacy Center of Bristol County (CAC)

- ◆ Serving on the Fundraising committee to plan critical fundraising events.
- ◆ Focus on maximizing proceeds to benefit the children who seek services through the center.

Volunteer Income Tax Assistance Program (VITA)

- ◆ Prepared income tax returns for low-income families.
- ◆ Assisted the clients with tax guidance and information.

SKILLS:

Proficiency in AMS360, JD Edwards, BGS, Lawson, Microsoft Office (Excel, Word, PowerPoint, Outlook and Visio), Go Systems Audit, Quickbooks, TurboTax, BNA Fixed Assets, and a frequent internet user. Excellent interpersonal and organizational skills with impressive attention to detail.

05/15/2017 11:17:40

Celeste E. Paleologos
368 Whitlow Street
New Bedford, MA 02746
May 5, 2017

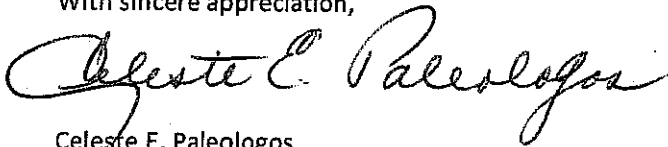
Honorable John Mitchell
133 William Street
New Bedford, MA 02740
Mayor, City of New Bedford

Dear Mayor Mitchell,

Due to a conflict in my work schedule, it is with deep regret that I tender my resignation from the Board of Election Commissioners, effective immediately.

I am grateful for having had the opportunity to serve on the board for nearly ten years. I have done so with great pride and gratitude. It was my pleasure to have this opportunity to work with Commissioner Maria Tomasia and her staff.

With sincere appreciation,



Celeste E. Paleologos
Election Commissioner
City of New Bedford