



CITY OF NEW BEDFORD
JONATHAN F. MITCHELL, MAYOR

October 6, 2020

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

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

I am pleased to submit for your confirmation the appointment of ROBERT DICKINSON as CITY AUDITOR for the City of New Bedford. Mr. Dickinson is a seasoned municipal finance professional and the Assistant Town Accountant for the Town of Nantucket, Massachusetts.

He has fifteen years of experience in municipal finance. As such, he is highly knowledgeable and is certified as a Massachusetts Municipal Accountant by the Massachusetts Auditor's and Accountant's Association. In sum, Mr. Dickinson is an excellent choice, having amply demonstrated the professionalism and technical expertise required to successfully lead the Office of City Auditor. Mr. Dickinson has indicated he will relocate to New Bedford in conjunction with his hiring.

At this time I am also respectfully requesting that Mr. Dickinson be established at Salary Step 4 (\$108,926) on the Unit C Salary Schedule, which is commensurate with his professional experience. Both Mr. Dickinson and a representative from the Personnel Office will be present at the City Council meeting on October 14, 2021 to answer any questions. Thank you for your consideration.

Sincerely,

Jon Mitchell
Mayor

Enclosure

Robert Dickinson

August 6, 2021

Mr. Bernard Lynch
Community Paradigm Associates
BLynch@communityparadigm.com

Dear Mr. Lynch,

I am writing in regards to the recent posting for City Auditor. I saw the posting on the Massachusetts Municipal Association website, and I believe that I have the skills and qualifications you desire to fulfill this role. Through my experience I have come to believe that a strong fiscal program is the backbone of town government and has a significant impact on the community. For these reasons I know I would be a valuable member of New Bedford's Finance Department.

I have worked for the Town of Nantucket Finance Department for 15 years. I started as an Accounting Clerk in 2006 and through promotions have worked my way up to Assistant Town Accountant, a position I have held for 10 years. During my tenure I have had the opportunity to be involved in and learn the principals of Massachusetts Municipal Accounting. Nantucket just held its Annual Town Meeting (in a tent, no less). We approved a general fund budget of \$97,248,478. We also have five Enterprise funds with a combined operating budget of \$44,190,354. Total spending approved is over \$250 million. In Nantucket the Finance Director, per town charter, must be either the Town Accountant or the Treasurer, and historically the choice has always been to be the Town Accountant. Given his other responsibilities this means that it falls on me to do most of the work involved with keeping track of the town's money. I maintain the Town's accounting system (Munis), setting up the accounts to track spending. I work with the departments overseeing the cash receipt processes and accounts payable. I oversee the cash, accounts receivable, and withholding reconciliations. I am responsible for the Munis year end close, and provide the documentation for our annual audit. For the State, I file the balance sheets, balance sheet checklist, outstanding receivables, and cash reconciliation, and work with our DOR rep on the free cash certification. I also prepare the CP2, Snow and Ice, Schedule A, Statement of Indebtedness, and many of the schedules for the Tax Recap.

In addition to this I have worked on budgeting, union contract projections and negotiations, procurement, and records retention. I am certified as a Massachusetts Municipal Accountant by the Massachusetts Municipal Auditors and Accountants Association, and I have a Masters in Public and Private Management (MPPM) from the Yale School of Management.

Working for Municipal Government means a lot to me personally because of the impact it has on the community. Whether I'm preparing schedules for the auditors or responding to questions from departments or the voters, having precise and detailed information is crucial to maintaining the public trust. However appropriated, the community has to be assured that their hard-earned tax dollars are being looked after carefully and in full compliance with

Massachusetts general law and current municipal accounting standards. I would be honored to be selected to interview for New Bedford's City Auditor, and I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, consisting of a stylized 'B' followed by a long, sweeping horizontal line that tapers off to the right.

Bob Dickinson

ROBERT D. DICKINSON

Work Experience:

March 2011 – Present, Town of Nantucket

Assistant Town Accountant

- Manage Accounting system (Munis) including Chart of Accounts setup, cash code setup, AP, AR, control accounts, year end close
- Prepare State reporting including combined balance sheets, cash reconciliation, schedule of outstanding receivables, Statement of Indebtedness, Community Preservation Act reporting, State Schedule A, Special Revenue and Capital accounts reconciliation
- Assist Auditors in preparing annual Town audit
- Assist in Preparing Tax Recap
- Reconcile Treasurer's Cashbook to Town accounting system (Munis)
- Supervise 3 positions:
 - Accounts Payable Clerk
 - Accounting Clerk: cash, accounts receivable, and withholding reconciliations, AP entry
 - Accounting Clerk: fixed asset recording, cash receipt posting, special revenue/trust fund reconciliation

February 2006 – March 2011

Accounting Clerk, Controller

- Assist in preparing State reporting – Combining Balance Sheets, Special Revenue accounts and Capital Accounts Reconciliation, Community Preservation Act Filings, State Schedule A
- Cash Reconciliation
- Supervise:
 - Operations Coordinator
 - Accounting Clerk for Account Receivable, Fixed Asset Reporting
 - Accounting Clerk for Cash receipt posting, Cash reconciliation
- Developed Fixed Asset Recording and Reporting for the Town of Nantucket

September 1997 – February 2006, Nantucket Coffee Roasters

General Manager

- Responsible for all aspects of running a specialty coffee roasting business including but not limited to Accounts Receivable, Accounts Payable, Payroll, Hiring, Scheduling, Cash Management, Inventory Control, Equipment Purchasing and Maintenance
- Researched and wrote business plan for the establishment of The Bean coffee shop.

June 1995 – September 1997, Swersey Consulting, Inc.

Consultant

- Researched Inventory Control Systems for Howmedica, a specialty medical supply company
- Implemented Production line restructuring for AmGold, a wholesale diamond ring manufacturing company, reducing manufacturing throughput from 3 days to 3 hours while reducing defects
- Researched Emissions Testing Station Siting for Oregon and Vermont using linear programming software to reduce travel distances and wait times.

Certified Massachusetts Municipal Accountant by the Massachusetts Auditor's and Accountant's Association

Proficient in Munis, Microsoft Excel, Word, Crystal Reports, Adobe Acrobat