

Wade Blair

City Controller

📞 (571) 555-2846

✉️ wade.blair@example.com

🌐 linkedin.com/example/wadeblair

📍 Alexandria, VA 22314

STRENGTHS

✔️ Audit readiness

Built orderly workpapers and reconciliations for auditors. Colleagues relied on calm follow through when deadlines tightened.

👥 Staff leadership

Balanced close, grants, and capital work across teams. Senior staff gained clearer priorities and steadier support.

📋 Policy translation

Turned GASB updates into usable procedures, entries, and training. That practical step helped teams adopt change.

🗣️ Executive counsel

Presented accounting risks in plain language. Leaders received decisions they could act on without decoding finance jargon.

🔒 Control design

Strengthened journals, cash, approvals, and system access. Small control fixes made daily operations easier to trust.

SKILLS

Municipal accounting

Fund accounting

Financial reporting

ACFR preparation External audits

Grant reporting Capital projects

Note disclosures Internal controls

Cash management GAAP GASB

Staff supervision

Process improvement

Financial systems

SUMMARY

Municipal finance leader with **12 years** of progressive government and fund accounting experience, including more than **7 years** supervising **public sector accounting teams**. Directs **general ledger integrity**, GAAP and GASB implementation, ACFR preparation, audited financial statements, external audits, grant reporting, capital project reporting, internal controls, cash management, and financial system governance. CPA with practical experience translating accounting standards into policies, reconciliations, disclosures, testing, and staff training. Leads accounting managers and senior accountants through demanding close, reporting, audit, and compliance cycles. Partners with executives, auditors, grant stakeholders, legal teams, and operating departments, providing clear recommendations grounded in financial risk and operational needs. Prepared to bring disciplined municipal reporting, thoughtful staff leadership, and dependable fiscal controls to a public service organization.

EXPERIENCE

Deputy Controller, Municipal Finance

Blue Ridge Regional Authority 📅 July 2022 - Present 📍 Alexandria, VA

Leads **municipal accounting** operations across fund accounting, general ledger governance, ACFR reporting, grants, capital assets, audit support, and staff management. Advises executives on accounting policy, financial risk, compliance, and process improvement.

- Directed **fund accounting** governance for public operations, improving year end reporting consistency.
- Coordinated **external audit** workpapers, **ACFR** schedules, reconciliations, and note disclosure support.
- Implemented **GASB** updates through research, documented procedures, entries, testing, and staff training.
- Managed accounting staff across close, grants, capital assets, and reporting priorities.
- Strengthened journal, cash, reconciliation, approval, and financial system access controls.
- Advised executives on grant compliance, reporting risks, accounting policy, and **process improvements**.

Accounting Manager, Government Finance

Piedmont Public Finance Collaborative 📅 March 2019 - June 2022 📍 Charlottesville, VA

Managed public sector accounting delivery across fund structures, general ledger close, **financial reporting**, audit coordination, grants, capital assets, and senior staff workload planning. Converted technical requirements into repeatable procedures and clear management decisions.

- Directed **fund accounting** and general ledger governance through complex public reporting cycles.
- Prepared ACFR schedules, audit workpapers, reconciliations, and note disclosure support.
- Applied GASB updates through technical research, entries, testing, and staff instruction.
- Balanced close, grants, capital assets, and reporting priorities across accounting staff.
- Improved controls covering journals, cash activity, reconciliations, approvals, and system access.
- Presented **accounting** policy and grant compliance recommendations to executive stakeholders.

Senior Government Accountant, Public Finance

Commonwealth Civic Services 📅 August 2016 - February 2019 📍 Fredericksburg, VA

Supported **government accounting** operations through fund reporting, general ledger oversight, audit preparation, grant activity, capital asset reporting, and compliance work. Helped senior leaders resolve reporting risks and sustain reliable financial controls.

- Directed **fund accounting** schedules supporting accurate year end public **financial reporting**.
- Coordinated audit workpapers, ACFR schedules, reconciliations, and note disclosure evidence.
- Researched GASB updates and documented entries, testing steps, and implementation procedures.
- Managed close, grant, capital asset, and reporting assignments across accounting staff.

LANGUAGES

English	Native
Spanish	Beginner

MY CAREER



- Deputy Controller, Municipal Finance at Blue Ridge Regional Authority (4.2 Years)
- Accounting Manager, Government Finance at Piedmont Public Finance Collaborative (3.2 Years)
- Senior Government Accountant, Public Finance at Commonwealth Civic Services (2.5 Years)
- Staff Accountant, Government Accounting at Capital District Administration (2.1 Years)

- Strengthened controls for journal approvals, cash reconciliations, and financial system access.
- Advised leaders on accounting policy, grant compliance, reporting risks, and **process improvements**.

Staff Accountant, Government Accounting

Capital District Administration 📅 June 2014 - July 2016 📍 Richmond, VA

Performed government and fund accounting work across general ledger activity, reconciliations, audit schedules, grants, **capital projects**, disclosures, and internal control documentation. Built foundational expertise supporting municipal reporting and compliance.

- Maintained **fund accounting** records supporting accurate general ledger and year end reporting.
- Prepared audit schedules, reconciliations, ACFR support, and note disclosure documentation.
- Applied GASB research to entries, testing, procedures, and accounting team training.
- Tracked grants, capital assets, close tasks, and reporting assignments across departments.
- Supported journal, cash, approval, reconciliation, and financial system access controls.
- Provided accounting policy and grant compliance information for management review.

PROJECTS

GASB Implementation and Reporting Controls 📅 2022

Converted updated GASB requirements into documented accounting procedures, journal entries, testing steps, disclosures, and staff training materials for public sector reporting.

ACFR and External Audit Coordination 📅 2021

Organized audit workpapers, reconciliations, schedules, note disclosures, and stakeholder follow up for a complete annual financial reporting cycle.

LEADERSHIP & AWARDS

- CPA recognition for sustained public sector accounting leadership and professional judgment.
- Selected for senior finance leadership based on dependable audit, reporting, and control work.
- Recognized by executive stakeholders for clear recommendations during demanding reporting periods.

EDUCATION

Master of Public Administration

George Mason University 🎓 GPA: 0 📅 2019 📍 Fairfax, VA

Coursework: Public finance, government management, budgeting, policy analysis

Bachelor of Science in Accounting

Virginia Commonwealth University 🎓 GPA: 0 📅 2014 📍 Richmond, VA

Coursework: Financial accounting, auditing, taxation, cost accounting

CERTIFICATIONS

- Certified Public Accountant, Virginia 📅 2017
- Virginia CPA License 📅 2017

TECHNICAL SKILLS

- **Accounting Standards:** GAAP, GASB, governmental accounting
- **Financial Reporting:** ACFR, audited statements, note disclosures
- **Audit Coordination:** External audits, audit workpapers, reconciliations
- **Fund Accounting:** Government funds, grant funds, capital funds
- **Internal Controls:** Journal controls, approval controls, access controls
- **Cash Management:** Cash procedures, reconciliations, cash oversight
- **Grant Accounting:** Grant reporting, grant compliance, grant tracking
- **Capital Reporting:** Capital projects, capital assets, project reporting
- **General Ledger:** General ledger governance, journal entries, close
- **Financial Systems:** Financial software evaluation, system access, reporting systems
- **Team Management:** Staff supervision, workload planning, goal setting

- **Compliance:** Federal requirements, state requirements, local requirements

PROFESSIONAL AFFILIATIONS

- Government Finance Officers Association, public finance professional community.
- Virginia Society of Certified Public Accountants, accounting education and peer network.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST