

Nevaeh Gross

Fiscal Specialist Supervisor, Transportation Administration

📞 (253) 555-1846 ✉️ nevaeh.gross@example.com

🌐 linkedin.com/example/nevaehgross 📍 Tacoma, WA 98402

STRENGTHS

- 📊 **Fiscal accuracy**
Reconciled records before approval, catching discrepancies early and giving supervisors confidence in final transactions.
- 👥 **People supervision**
Set priorities for office work and supported staff through clear expectations, follow up, and practical coaching.
- 🛠️ **Public service**
Handled employee, vendor, and customer questions with patience; clear answers kept requests moving.
- 🔒 **Confidentiality**
Protected sensitive payroll and personnel records through disciplined filing, careful access, and sound judgment.
- ⚙️ **Process improvement**
When recurring issues appeared, documented causes and corrective steps so daily work became easier to follow.

SKILLS

Staff Supervision Payroll
Purchasing Accounts Payable
Accounts Receivable
Reimbursements Inventory Control
Timekeeping Microsoft Office
Excel Enterprise Systems
Reconciliation Policy Interpretation
Confidential Records
Customer Service

SUMMARY

Fiscal and administrative supervisor with eight years supporting transportation, public works, and municipal operations through payroll, purchasing, **accounts payable** and receivable, reimbursements, inventory, timekeeping, and staff supervision. Coordinates daily office priorities, reviews fiscal and **employee records**, resolves discrepancies, and maintains dependable service for employees, managers, vendors, customers, and community members. Applies procedures, labor requirements, **personnel rules**, payroll controls, and confidentiality practices with sound judgment. Uses **Microsoft Office**, Excel, enterprise systems, and operational records to keep work accurate, traceable, and timely. Experience includes inventory control, purchasing workflows, public service, cross functional coordination, quality review, and process improvement. Brings steady leadership and practical fiscal discipline that support safe, responsive transportation operations and accountable public service.

EXPERIENCE

Fiscal Operations Supervisor

Cascade Public Works 📅 July 2023 - Present 📍 Tacoma, WA

Supervises transportation fiscal administration across payroll, purchasing, receivables, inventory, timekeeping, reimbursements, and public service. Sets daily priorities, reviews work, protects sensitive records, and coordinates staff, vendors, supervisors, and customers through dependable operating procedures.

- Supervised payroll, **purchasing**, inventory, and timekeeping workflows for **transportation maintenance** operations.
- Reconciled **fiscal records** and corrected discrepancies before **payroll**, purchasing, and payment processing.
- Coordinated vendors and supervisors on orders, **reimbursements**, records, and service requirements.
- Protected confidential employee and fiscal information through controlled files and disciplined access.
- Improved daily work allocation by documenting priorities, **deadlines**, procedures, and corrective actions.

Senior Fiscal Specialist

Evergreen County Roads 📅 June 2020 - June 2023 📍 Vancouver, WA

Managed county roads fiscal support with responsibility for purchasing, payroll, accounts payable and receivable, inventory, reimbursements, and employee records. Balanced competing requests, supported public service, and connected accurate documentation with reliable maintenance operations.

- Processed purchasing, **accounts payable**, receivable, and reimbursement records for county roads operations.
- Reviewed **timekeeping** and payroll documentation, resolving **discrepancies** before supervisor approval and submission.
- Controlled stock, withdrawals, transfers, and purchase records through organized **inventory** workflows.
- Served **employees**, vendors, **managers**, and public customers with clear process guidance.
- Applied policy and procedure requirements when prioritizing work, reviewing records, and meeting deadlines.

Fiscal Administrative Specialist

Soundview Municipal Services 📅 September 2018 - May 2020 📍 Olympia, WA

LANGUAGES



MY CAREER



- Fiscal Operations Supervisor at Cascade Public Works (3.2 Years)
- Senior Fiscal Specialist at Evergreen County Roads (3 Years)
- Fiscal Administrative Specialist at Soundview Municipal Services (1.7 Years)
- Administrative Fiscal Assistant at Harbor City Utilities (11 Months)

- Supported municipal **fiscal administration** through transaction review, payment coordination, inventory records, timekeeping, **customer service**, and organized documentation. Worked with supervisors and internal partners to keep administrative processes accurate, responsive, and compliant.
- Reviewed fiscal transactions and supporting records, identifying errors before final administrative handoff.
 - Maintained **accounts payable**, receivable, **purchasing**, reimbursement, and inventory documentation for municipal services.
 - Used **Microsoft Office** and computerized systems to track records, **schedules**, and workflow status.
 - Answered customer and vendor questions with practical guidance on forms, payments, and procedures.
 - Documented recurring issues and corrective steps, helping staff follow consistent administrative methods.

Administrative Fiscal Assistant

Harbor City Utilities 📅 September 2017 - August 2018 📍 Aberdeen, WA

Provided entry level fiscal and administrative support for utility operations, building early experience in records, purchasing, timekeeping, customer communication, inventory, and **confidential information** handling. Supported orderly workflows through accurate documentation and responsive service.

- Entered **payroll**, **purchasing**, inventory, and timekeeping information into established administrative systems.
- Checked records and source documents for completeness, escalating discrepancies for timely correction.
- Supported **accounts payable**, receivable, **reimbursements**, and vendor documentation through organized files.
- Communicated with customers and coworkers about forms, requests, status, and next steps.
- Maintained confidential personnel and **fiscal records** under established office control procedures.

PROJECTS

Transportation Fiscal Controls Review 📅 2024

Reviewed payroll, purchasing, inventory, and timekeeping workflows, then documented practical controls for cleaner records, faster correction, and dependable public service.

Public Works Inventory Workflow 📅 2022

Mapped stock, withdrawal, transfer, and purchase order records to support clearer inventory accountability across busy maintenance operations.

LEADERSHIP & AWARDS

- Recognized for dependable fiscal supervision and consistent support of transportation administration.
- Commended for accurate records, responsive service, and careful handling of confidential information.
- Selected for trusted coordination across staff, vendors, supervisors, and public customers.

EDUCATION

Bachelor's Degree in Administrative Management

Central Washington University 🎓 GPA: 3.5 📅 2017 📍 Ellensburg, WA

Coursework: *Fiscal administration, business communication, management principles, public sector operations*

CERTIFICATIONS

- Microsoft Office Specialist: Excel Associate 📅 2024
- Valid Washington Driver License 📅 2024

TECHNICAL SKILLS

- **Microsoft Office:** Microsoft Excel, Microsoft Word, Microsoft Outlook
- **Fiscal Systems:** Financial systems, payroll systems, purchasing systems
- **Payroll Administration:** Timekeeping, payroll records, employee records
- **Accounts Processing:** Accounts payable, accounts receivable, bill payment
- **Inventory Systems:** Inventory control, stockpile inventory, inventory transfers
- **Purchasing Operations:** Purchase orders, vendor records, purchasing workflows
- **Records Management:** Confidential records, fiscal records, personnel records
- **Compliance References:** RCW, WAC, labor agreements
- **Transportation Operations:** Highway maintenance, motor vehicle permits, oversized permits
- **Administrative Methods:** Work schedules, procedures, deadlines

PROFESSIONAL AFFILIATIONS

- Public works administration professional with sustained commitment to accountable community service.
- Transportation operations partner focused on accurate records, practical procedures, and responsive support.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST