

July 25, 2016


City Hall Personnel
93 Highland Avenue
Somerville, MA 02143

Please accept this letter and resume as my submission for the position of Treasurer/Collector of Somerville. I feel that my experience and professional accomplishments would make me an instant contributor to your team.

I have vast and varied experience working in the public and private sector that spans over twenty years, with emphasis on financial management, budgeting, and capital planning. I also managed other aspects of government, including a disaster recovery plan for MIS and implementing a software conversion of the town's general ledger and billing systems. I have experience with all of the leading software providers including Munis, Softright, Vadar and Point. As Finance Director, I have had up to 15 direct reports over my career and I have always been able to effectively manage each and everyone's individual talents and personalities. In addition, I spearheaded many several projects in the areas of human resources, worker compensation and 111F policies and procedures, as well as general insurance claims. I developed and executed an action plan to reduce health insurance, becoming well versed in Medicare programs including Part B and D. I also developed strong relationships with department managers and a deep understanding of how each of their roles can best serve the overall goals of town government.

I have attached my resume. My qualifications and career path qualify my desire for advancement and new challenges. I have displayed a commitment to lifetime learning throughout my professional career. In addition to pursuing a Master of Business Administration degree, I have also attended over fifty seminars and professional develop courses ranging from a few hours to several weeks to further my business and accounting knowledge.

I would very much enjoy discussing my further qualifications with you in a personal interview. I look forward to hearing from you.

Sincerely,

Michael A Bertino

MICHAEL BERTINO
74 Birch Road
Winthrop, Massachusetts 02152
(617) 875-2351(cell)

WORK HISTORY

7/2014-Present

Town of West Newbury, West Newbury, MA 01985

Finance Director/Treasurer/Collector

Responsible for all of the statutory duties of the Treasurer/Collector, Also Manage all aspects of the town's Budget. Review and maintain all finance & debt policies & attends al selectmen meeting. Presently manage 5 full time and two part time employees

11/ 2012 to Present

MSA Mortgage, LLC, Winthrop, MA 02152

Finance Manager/Loan Originator-Part time

- Responsible for most aspects of regulatory reporting and financial compliance of mortgage lending
- Manage compliance for all warehouse lines and statutory regulations including secondary market guidelines, became a licensed originator in 2012

1/ 2001 to 4/ 2012

Town of Winthrop, Winthrop, MA 02152

Finance Director

- Created and managed the town's \$46M annual budget, including five enterprise funds and the capital budget. Created many policies on budget preparation and preparation.
- Administer workers compensation, property, causality and liability of all town employees, equipment and buildings. .

6/2000 to 1/2001

Wolf & Company, P.C., Boston, MA 02110

Senior Compliance Consultant

- Performed comprehensive reviews of a financial institution's compliance programs, identifying weaknesses, and recommended policies and procedures to correct deficiencies
- Reviewed current consumer protection regulations and proposals to remain educated of all Federal and State regulations

5/1994 to 6/2000

Massachusetts Division of Banks and Loan Agencies

Boston, MA 02110

Principal Bank Examiner

- Plans, organized examinations of state chartered or licensed financial institutions by analyzing financial and other relevant data and preparing detailed written comments
- Conducted meetings with senior management of the institution to report and recommend changes in policy to correct deficiencies

11/1993 to 2014

Winthrop Yacht Club, Winthrop, MA 02152

Treasurer

- Responsible for all aspects or financial reporting for Club. Implemented numerous internal control and policies, which has facilitated and improved the financial soundness of the Club.
- Updated and increased the automation of all record keeping and inventory systems. Participates with the Board of Directors in overseeing the Club's activities.

3/1993 to 4/1994

Boston Financial & Equity Corp., Boston, MA 02215

Staff Accountant

- Accounts Receivable, and Sales and Use tax reporting and the collection process

ADDITIONAL TRAINING

Federal Reserve, Introduction to examinations, Mortgage Banking I, II, III, Advanced Consumer Protection, FDIC Management Skills, CSBS Financial Analysis

EDUCATION

MA College of Liberal Arts North Adams, MA

Business Administration, Accounting

Bachelor of Science May 1992

Salem State College, Salem, MA Completed 36 credit hours towards a Masters in Business Administration