

LINDA DUBUQUE



EDUCATION

Suffolk University Law School, Boston, MA, J.D., February 2000
Suffolk University, Boston, MA, B.S. in Government, February 1992

BAR STATUS

Admitted to Massachusetts Bar, December 9, 2008
Admitted to New York Bar, April 29, 2010

EMPLOYMENT

Assistant Treasurer

4/2009 - Present

City of Newton, Treasury Department

- ♦ Actively involved in all aspects of the financial operations of city, FY18 general fund budget \$395M.
- ♦ Assist the treasurer in the administrative and operational functions of the department including budget management, revenue collection, account reconciliation, cash disbursement, payroll, investment, and debt management.
- ♦ Responsible for perfecting real estate tax liens under M.G.L. Ch. 60, including performing title searches, giving notice, advertising, putting parcels into tax title, and recording Takings at registry.
- ♦ Research, interpret and follow Massachusetts General Laws for tax liens, collections, investments, tailings, purchases, and compliance, making recommendations as required.
- ♦ File Bankruptcy B10 P.O.C. forms for the city, and resolve bankruptcy related collection matters.
- ♦ Respond to Public Records Law requests, logging and tracking same in Nextrequest.
- ♦ Share responsibility for, and have access to, movement of funds needed for daily operations.
- ♦ Coordinate RFPs for investment management services for trust funds, and work closely with Trustees.
- ♦ Access to confidential and highly personal employee information citywide.
- ♦ Reconciling receivables to G/L to protect city's accounts using Excel.
- ♦ Provide sound judgment and diligence in all city related matters.
- ♦ Maintain a high level of professionalism while representing the city when interacting with citizens, elected officials, trustees, among others.
- ♦ Prioritize the best interest of the city in all endeavors.

Assistant Tax Collector

2/2004 – 4/2009

City of Somerville, Treasury Department

- ♦ Managed and tracked all tax revenue collections for the city, ensuring city compliance with MGL.
- ♦ Reconciled receivables to G/L, tracked revenues, expenditures, transfers and adjustments.
- ♦ Supervised staff (four full-time, one part-time) of collection and cashier clerks.
- ♦ Coordinated a multi-departmental effort, which reduced credit balance liability of \$1.3M by 96% (refunds not issued FY98-04), which stopped the liability from hitting free cash.
- ♦ Wrote treasury frequent asked questions (FAQs) and maintained department website.
- ♦ Served as acting treasurer/collector for three months in 2007 during a bond sale.

Administrative Assistant to the Director

8/2003 – 12/2003

City of Somerville, Health Department

- ♦ Assisted the director with health department operations. Approximately 40 employees.
- ♦ Managed the departmental budget of \$1.2 million. Monitored salaries and expenses, ordered public school nursing medical supplies and office supplies, paid bills and prepared weekly payroll.
- ♦ Attended and prepared minutes for the monthly board of health meetings.
- ♦ Assisted the public health nurse with flu-shot clinic operations and paperwork.
- ♦ Served as liaison between the health department and other departments on fiscal and administrative matters, including the personnel department on issues such as employee grievances and staff hiring.
- ♦ Received public complaints on housing and commercial sanitary issues; directed callers to appropriate service providers.

Accountant
Town of Nantucket, Finance Department

3/2003 – 8/2003

Financial Systems Specialist, formerly Budget Analyst
City of Cambridge, Budget Department

1/1998 – 2/2003

- ♦ Assisted the budget director with the production and publication of the City's GFOA award winning performance-based budget (FY03 operating \$332M, capital \$29M). Served as primary editor for citywide Budget. Proofed CAFR and financial statements.
- ♦ Worked with department heads and fiscal staff to prepare annual budgets for submission to the city manager.
- ♦ Served as liaison between department heads and budget/city manager's office.
- ♦ Compiled/updated city information for bond sale prospectuses and the CAFR.
- ♦ Served as liaison for outside counsel during bond sales.
- ♦ Prepared FY03 budgets for: executive \$1.3M, law \$1.8M, general services \$1M, public celebrations \$.6M, fire \$27M, emergency communications \$2.9M, public works \$21.6M, community development \$4.5M, and cable TV \$.1M, among others.
- ♦ Created a PeopleSoft user manual of city budgetary functions and used same to teach a one-hour course attended by city employees from all departments/levels regarding extracting appropriation and expenditure information from PeopleSoft G/L. Manual distributed citywide.

Account Clerk

City of Cambridge, Payroll Department

7/1994 – 12/1997

- ♦ Redesigned VAX Access payroll input screen, which reduced data entry time by 35%.
- ♦ Processed citywide payrolls, five per week, with direct deposit transmissions to bank.
- ♦ Processed monthly retirement and quarterly benefits payrolls.
- ♦ Paid state, federal and Medicare payroll taxes with weekly and monthly balancing.
- ♦ Performed all payroll functions including stop payments, replacements, employee deductions, wage garnishments, and direct deposit requests.
- ♦ Processed W-2s and administered the MBTA pass program.
- ♦ Performed the payroll manager's duties as needed, and created a procedural manual for the position.

Account Clerk

City of Cambridge, Finance/Treasury

3/1994 – 7/1994

- ♦ Handled all aspects of revenue collection, cashiering, with extensive customer service.
- ♦ Worked in conjunction with the assessor's office to organize personal property records.

Administrative Assistant

City of Cambridge, Finance/Treasury

10/1993 – 3/1994

- ♦ Performed treasury, finance and payroll functions, including vendor file maintenance, issuing 1099s, processing stop payments and incoming wire transfers.

Assistant Director

City of Cambridge, Mayor's Summer Youth Employment Program

5/1993 – 8/1993

- ♦ Managed daily program operations.
- ♦ Performed all payroll functions for program.
- ♦ Hired and supervised a staff of forty youth counselors.
- ♦ Worked closely with HR and payroll departments to process paperwork for staff of 40 counselors and five hundred youth employees, including completing I-9 forms.
- ♦ Worked with MIS staff to modify and create reports.
- ♦ Created a procedural manual for the Program.

Substitute Teacher

City of Cambridge, School Department

9/1992 – 10/1993

- ♦ Assignments changed daily. Most assignments were in special education classrooms.

Assistant Teacher

Graham & Parks Alternative School, Cambridge School Department

10/1990 – 6/1991

- ♦ Taught small groups in math and children's literature, administered exams, met with parents.