

David Castellarin

Saugus, MA 01906

Summary of Qualifications

- Certified Governmental Accountant;
- President, Eastern Mass. Municipal Auditors and Accountants Association;
- Former Bureau of Accounts Field Representative;
- 29 years of Municipal Administration and Finance experience, State and Local Level;
- Management of Municipal Administration and Operations;
- Strong financial background and comprehensive understanding of Municipalities;
- Extensive experience in communicating with employees, residents, boards and committees and outside agencies; and
- Experience with labor and employment issues.

Professional Experience

Town Accountant

Stoneham Retirement Board

Town of Stoneham, Stoneham, MA

January 2018 – Present

- Function as the Chief Financial Officer of a municipality with approximately 730 employees and an annual budget of \$82.5M, responsible for the administration, control and reporting of the town's sources and uses of funds utilizing a staff of three;
- Responsible for the payroll and accounts payable functions for the town;
- Work with the Town Administrator, department heads and the finance committee to prepare the annual town budget;
- Negotiate collective bargaining agreements;
- Administer the procurement process in compliance with state and local law;
- Represent the town at certain public events or with state agencies;
- Prepare the town's monthly and annual financial statements and various Department of Revenue reports and financial analysis;
- Responsible for the town's monthly reconciliation of cash.

Deputy Executive Director

Somerville Retirement Board

May 2017 – Present

- Support and assist the Executive Director in the enforcement of all regulations pertaining to public pension benefits, as they pertain to the membership of the Somerville Retirement System, as prescribed by MA G.L. Chapter 32, PERAC regulations, Somerville Retirement Board Supplemental Regulations and Policies, appeal decisions of DALA and CRAB, EEOC decisions, IAB regulations/decisions, IRS and DOR regulations.
- Responsible for the management, preparation and processing of the monthly Retiree payroll and Warrant in PTG in a timely and accurate manner. Coordinate and formally communicate with the City Treasurer for the timely and accurate deposit of federal tax withholdings to the IRS.
- Responsible for managing the automated general ledger for all accounts utilizing Pension Technology Group (PTG) software. Manage all accounting records including investments, cash receipts, cash disbursements, adjusting journal entries, and appropriation accounts.
- Responsible for the supervision, review and payment of the Retirement Board expenses and for the preparation and submittal of the monthly disbursement Warrant to the Executive Director and Board Members for approval, utilizing PTG.
- Responsible for the management, processing and recording all cash receipts and disbursements to the general ledger, record investment activity and post and reconcile retirement fund income.
- Responsible for the preparation and processing of journal entries as required.
- Responsible for managing the research and computation of buyback/make-up calculations at the request of members of the system.
- Responsible for counseling retirement system members and to explain retirement benefits and the application process to prospective retirees, with an emphasis on maintaining fair and consistent policies of the Retirement Board as legally provided.

- Responsible for satisfying routine inquiries made by mail, e-mail, telephone or in person; exercising independent judgement and exceptional customer service, oral and written communication skills.
- Responsible for managing monthly and year-end closings to allow for timely reporting to PERAC and the Board.
- Supervise and process all member transfers, refunds and rollovers.
- Responsible for the comprehensive management, preparation and review of the Annual Statement to PERAC.
- Responsible for managing the accurate and timely monthly accounting reporting submissions to PERAC.
- Supervise, prepare, process and issue all annual 3(8)(c) invoices; maintain control over the 3(8)(c) receipt and disbursement tracking.
- Assist the Executive Director with the Actuarial Valuations conducted by an independent, external actuarial firm by preparing required automated files and schedules. Manage the verification and accuracy of actuarial data submitted to the Actuary and to PERAC.
- Responsible for managing the timely and accurate processing, review and issuing of the annual retiree 1099-R forms.
- Supervise, prepare and process submission of all final retirement calculations and documentation to PERAC for approval. Also prepare, review, process and issue retirement estimates.
- Assist the Executive Director in the preparation of the agenda and related required materials and documents for each board meeting.
- Assist the Executive Director in the preparation of the annual Retirement Board budget and cash flow projections.
- Responsible for managing the preparation and issuance of the annual FY Appropriation invoices to the City and Housing Authority.
- Responsible for the supervision, preparation and issuance of the Health Insurance Opt-Out invoice to the City each May and November.
- Responsible for managing the timely coordination of the formal bank account reconciliations with the City Treasurer for the 3 bank accounts on a monthly basis.
- Responsible for supervising the import of all member retirement payroll deductions/contributions from the City's and the Housing Authority's payroll systems into PTG. Ensure the accuracy of each import and verification to the corresponding cash receipt.
- Assist the Executive Director in conducting Retirement Board Member elections.
- Assist the Executive Director in the implementation of evolving internal controls, procedures and technologies for the improved processing and reporting of accurate and timely data on an ongoing basis.
- Supervise, coordinate and assist PERAC auditors and the independent City auditors in the analysis and explanation of Retirement financial records.
- Assist the Executive Director with Request for Proposals (RFP's).

Assistant Town Administrator / Town Accountant

Town of Swampscott, Swampscott, MA

January 2000 – May 2017

- Function as the Chief Financial Officer of a municipality with approximately 350 employees and an annual budget of \$66M, responsible for the administration, control and reporting of the town's sources and uses of funds utilizing a staff of one;
- Was Responsible for School Business Office and school financial operations;
- Work with the Town Administrator, department heads and the finance committee to prepare the annual town budget;
- Negotiate collective bargaining agreements;
- Administer the procurement process in compliance with state and local law;
- Responsible for the day-to-day operations of the Town of Swampscott in the absence of the Town Administrator;
- Represent the town at certain public events or with state agencies;
- Prepare the town's monthly and annual financial statements and various Department of Revenue reports and financial analysis;

- Responsible for the town's monthly reconciliation of cash; and
- Serves as the Town's Risk Officer, Responsible for the administration of the town's general insurance.

Interim Town Administrator

Town of Swampscott, Swampscott, MA

December 2011 – April 2012

Unanimously selected to serve as the Interim Town Administrator during the interim period between Town Administrators.

Swampscott Retirement Board

Town of Swampscott, Swampscott, MA

- Responsible for the day-to-day administration and operation of a municipal retirement system with more than 500 members and \$48Million in assets utilizing a staff of two;
- Applied and interpret Massachusetts General Laws Chapter 32 and locally accepted supplemental regulations regarding retirement administration;
- Responsible for the selection and interaction with the retirement system's money managers and custodian bank.

Town Accountant

Town of Winthrop, Winthrop, MA

March 1997 – June 2000

- Functioned as the Chief Financial Officer of a municipality with 300 employees and an annual budget of \$35M, responsible for the administration, control and reporting of the Town's sources and uses of funds utilizing a staff of three;
- Worked with department heads to prepare the annual town budget;
- Payroll, accounts payable and worker's compensation administration;
- Administered the procurement process in compliance with state and local law;
- Prepared the town's monthly and annual financial statements and various Department of Revenue reports and financial analysis; and
- Responsible for the town's monthly reconciliation of cash.

Winthrop Retirement Board, Chairman

Town of Winthrop, Winthrop, MA

Field Representative / Accountant

Massachusetts Department of Revenue Division of Local Services Bureau of Accounts, Boston, MA

June 1989 – March 1997

- Reviewed and reconciled all phases of municipal finance;
- Provided technical assistance to local officials regarding UMAS, Schedule A's, balance sheets, audit reports and "Free Cash" for twenty communities;
- Cambridge, Brookline, Framingham, Wellesley, Sherborn, Sudbury, Nahant and Natick is a sample of communities represented;
- Assisted with information provided on the Internet and electronic submission of reports required by the DOR; and
- Provided guidance and information pertaining to Massachusetts municipal finance laws.

Special Projects

Collections Task Force

Reviewed the process of collections for Cities and Towns with the Commonwealth of Massachusetts

Schedule A Task Force

Worked to consolidate this large document in order to devise a more manageable and informative report

Cash Reconciliation Task Force

The result of this task force was to penalize cities and towns who have not submitted quarterly cash reconciliation's by not setting the City or Town's "Free Cash"

Net School Spending- Municipal Revenue Growth Factor Creation Team

David Castellarin

Saugus, MA 01906

Education **Bachelor of Science in Business Administration (Major in Accounting)**
Merrimack College, North Andover, MA
May 1992

Master of Business Administration – Classes Taken
University of Phoenix

Certifications Massachusetts Municipal Auditors' and Accountants' Association
Certified Governmental Accountant

Office of the Inspector General, Boston, MA
Massachusetts Certified Public Purchasing Official (MCPPO), expired

Government Finance Officers Association (GFOA)
Distinguished Budget Award

References Furnished Upon Request