Jennifer L. Messerschmidt, CPA
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SUMMARY

I am financial, accounting, and business professional with over 28 years of experience in all aspects of accounting and financial management. I have demonstrated hands-on management style in the development and implementation of strategic plans to ensure company growth with a proven ability to manage multiple assignments efficiently while meeting tight deadline schedules. I have been highly successful in streamlining existing operations, turning around unprofitable functions, and envisioning new concepts and future trends.

EXPERIENCE

May 2018 to present

Ridge Creek Accounting Solutions, LLC, **Owner Certified Public Accountant**
Portfolio for 6 clients who offer services in the Retail, Wholesale, Service and Construction Industries. Services provided range from Year End Audit/Reviews services, Financial Reporting, Tax Filing, and bookkeeping services. I am also an authorized QuickBooks Accountant.

March 2023 to present

Brown County, **Controller/Finance Director**
As the Controller, I direct and supervise the accounting, accounts payable, financial reporting, and budget functions of the Department of Administration. Specifically, I have direct responsibility for county-wide financial forecasting, budget development and monitoring, financial accounting and reporting, and administration of the County's debt program. In addition, I ensure county-wide compliance with state laws, federal regulations, County Board policies and pertinent accounting standards, methods, policies and procedures. In my role as the Controller, I am a key member of the Administration management team and responsible for analyzing all aspects of county finances and providing advice, recommendations and options to the Director of Administration, management and staff in other county departments.

May 2018 to March 2023

City of Oshkosh, **Assistant Finance Director**
As the Assistant Finance Director, I manage, supervise, and lead 18 Finance Department Staff members to achieve goals within available resources; plan and organize workloads and staff assignments; train, motivate and evaluate staff; review progress and direct changes as needed. Monitors performance goals with the department staff.

I manage multimillion dollar cash portfolio and report monthly performance to Council Members, maintain Treasury Management relationships with Banking and Investment partners, and prepare, review and distribute the Annual Trust report.

I am responsible for the preparation, review, and distribution of the Annual Comprehensive Financial Report (ACFR), review and distribute Single Audit, maintain various cash, debt, and fixed asset schedules for footnotes in financial reports, and prepare, review and file various state required reports related to financial statements. In addition, I am responsible for preparing and filing the State annual reports pertaining to established Tax Incremental Districts and update various Tax Incremental District spreadsheets to include cash flow projections.

I act as strategic partner with our external audit firm to prepare, assist, and finalize the annual audit. The duties to aid in this partnership include maintaining 78 funds of which, 65 are Governmental funds, 13 Proprietary funds (9 Enterprise and four Internal Service) in the general ledger. Monthly general ledger reconciliations are prepared and reviewed.

August 2018 to 2020

Northeast Wisconsin Technical College (NWTC), **Adjunct Instructor**
Responsible for managing the instructional process, associated curriculum review and development and student advising within the area of instruction. Provide educational leadership and work effectively with faculty,

administration, and campus support staff. Planned and instructed the following courses, Accounting for Non-Accountants, Governmental and Non-Profit Accounting, and QuickBooks.

November 2017 to May 2018

Fox River Fiber Company, LLC, **Senior Accountant/Financial Analyst**

In the role of a Senior Account/Financial Analyst I am responsible for preparation, examination, and analyzation of accounting records, financial statements, and several other financial reports to ensure accuracy, completeness, and conformance to reporting and procedural standards. Annually, I conduct the audit and other audits as requested, perform the year-end closing procedures, make the proper closing entries, and prepare and presentation of financial reports. On a monthly basis I conduct the monthly financial closing, inventory counts, account reconciliations and reporting to the Senior Management and Board of Directors. On a weekly/daily basis a recap of Sales and Production report is prepared and submitted to Senior Management, Cash Forecasting, reconciliation of Cash Receipts, and support other general ledger functions such as Payroll, Accounts Payable, Accounts Receivable, inter-company transactions, fixed assets and consolidations while adhering the US GAAP and internal control requirements.

December 2011 to November 2017

Town of Lawrence, De Pere, Wisconsin, **Director of Finance, Clerk-Treasurer**

In the accounting/treasury function for the Town, I maintain all financial management systems to include Operating Budgets, Debt Structure, and records of the Town in accordance with generally accepted accounting principles. Overall responsibilities include designing and implementing procedures to establish an effective system of internal controls over accounting and financial reporting, plan and organizes complex financial projects, recommends and participates in the development of finance related goals, objectives, and policies, advises the Town Board other department managers concerning strategic financial matters of importance to the Town, work collaboratively with other Town staff to solve financial operation matters, and supervises the development and implementation of the automated financial system.

Daily responsibilities include completion of all aspects of bi-weekly payroll, quarterly reports, and year-end closing procedures, maintaining monthly financial records to ensure all funds are in balance with budget and complete journal entries as required. Compile, review, analyze, and prepare the annual Town budget including revenue projections and budget estimates. Other responsibilities include reconciling monthly bank statements, investments, and annual tax roll. Manage annual tax collection process in cooperation with the County Treasurer including mailing bills, giving tax information to the public, receipting bills, reconciling information forwarded to and received from the County Treasurer, monitoring reports returned from the county and disbursing proper funds to state, county, and school districts from tax collections in accordance with state law. Prepare monthly treasurer's report to the Town Board, Utility Board, Park Board and Fire Department.

In addition, I oversee a staff of 15 and manage the financial aspects for the Utility Department. Duties include debt service analysis, revenue projections, population growth forecasting, produce quarterly billings, and reconcile utility funds monthly.

EDUCATION

August 2021

College of Charleston, Charleston, South Carolina

Government Finance Officers Association, Leadership Academy

August 2013 to January 2014

Lakeland College, Green Bay, Wisconsin

Master in Business Administration with a concentration in Accounting for the CPA Exam

September 2011 to August 2013

Lakeland College, Green Bay, Wisconsin

Bachelors of Science, major in Accounting and minor in Business

July 2011 to July 2013

Wisconsin Municipal Clerks and Treasurers Institute, Green Bay, Wisconsin

Clerk and Treasurer's tracks, Tax Roll Preparation, government accounting, How to prepare for an Audit, Preparing a Budget, Cash Management and Investments, Government Financial Statements

September 2009 to May 2011 (transferred to Lakeland)

University of Wisconsin Green Bay, Green Bay, Wisconsin

Bachelors of Applied Science, Accounting and Business

May 1997

Northeast Wisconsin Technical College, Green Bay, Wisconsin

Business Administration Credit, Accounting/Finance, Obtained Associates Degree

MEMBERSHIPS / LICENSES

State of Wisconsin Certified Public Account ID# 26424-1

Government Finance Officers Association and Wisconsin Government Finance Officers Association

Wisconsin Institute of Certified Public Accountant

Certified Municipal Clerk Treasurer