

JESSICA CORDIERO-MARTINEZ

F I N A N C E M A N A G E R

CONTACT



EDUCATION

Bachelor of Science in Business Administration, Accountancy

California State University -
Fresno
May 1999

SKILLS

- Team Building
- Decision Making
- Financial Integrity
- Problem Solving
- Communication
- Responsible
- Flexible
- Empathetic

PROFILE

Articulate and detail-oriented Finance Manager with 22 years of progressive governmental accounting experience. Respected leader and communicator recognized as a mentor and coach that fosters strong relationships with diverse groups.

EXPERIENCE

FINANCE MANAGER III, August 2021 – Present

FINANCE MANAGER II, June 2016 – August 2021

County of Monterey - Public Works, Facilities, & Parks (formerly Resource Management Agency) // Salinas CA
// June 2016 - Present

Manage, lead, and mentor the Fiscal/Payroll Division in accounting, budget, and payroll, which includes a team of 19 staff. Fiscally responsible for managing a large, complex budget, comprised of 55 Funds, 62 Appropriation Units and 18 Budget Units, with appropriations ranging annually from \$100-\$190 million, revenues ranging from \$90-\$140 million, and including 197 full-time positions. Collaborate with County Administrative Budget Office on preparation of Budget Estimates, 3-Year Forecast, Baseline Budget, Augmentations, and Narratives. Collaborate and advise Agency Management regarding operating and fiscal needs, constraints, and financial strategies. Provide fluid communication and reporting on Agency's financial status and outlook, including writing, and presenting financial and budgetary reports to various County Committees and the Board. Collaborate with Auditor-Controller's Office to support changes in accounting practices/regulations, audits, County-wide Cost Allocation Plan, and organizational changes.

Auditor-Controller Analyst

County of Monterey, Auditor-Controller's Office // Salinas CA // July 2012 – June 2016

Consult, advise, and train departments on accounting, system operations, and budgetary procedures. Coordinate and prepare financial schedules, analysis, documentation, and complex accounting and financial reports. Review, analyze, research, interpret, and communicate legislation to ensure compliance with laws, rules, and regulations. Participate in the preparation of the County's Comprehensive Annual Financial Statements for four (4) years. Manage the Countywide capital assets and assist and advise departmental staff on capital asset policy. Develop capital asset training guide materials and presentation. Review and oversee monthly, quarterly, and annual reporting to the State Controller; including, SB90 reimbursement, Estate Funds, State Health and Welfare, and State Payments. Supervise, assign, train, and direct one (1) professional and one (1) technical accounting staff.

FINANCIAL SERVICES MANAGER

City of Seaside // Seaside, CA // July 2008 – July 2012

Coordinate financial reporting and auditing activity with external auditors for City, Redevelopment Agency, Successor Agency, and Seaside County Sanitation District. Oversee and participate in posting, balancing, and reconciling general and subsidiary ledgers. Allocate internal service fund charges. Coordinate preparation of cost allocation plan and prepare fund allocations. Plan, coordinate and prepare budget and serve on Budget Committee. Provide professional, technical accounting, and budget advice to City staff. Analyze salary and benefit costs for meet and confer process. Manage and support six (6) staff in payroll, accounts payable/receivable, general ledger, grants, capital projects, and capital assets. Interpret, apply, and communicate policies, laws, standards, and regulations. Develop policy, procedures, and training materials and write letters and staff reports/resolutions.

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F I N A N C E M A N A G E R

TECHNICAL SKILLS

- Advantage Financial & HRM
- InfoAdvantage
- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint
- Microsoft Outlook
- Adobe Professional
- WinCAMS (Cost Accounting)
- CaseWase (Financial Preparation)

BOARDS

NOTRE DAME HIGH SCHOOL EXECUTIVE BOARD OF DIRECTORS

Secretary

Fiscal Year 2018-19, 2019-20, &
2020-21

Finance Committee Member
Fiscal Year 2017-18, 2018-19,
2019-20, & 2020-21

HOBBIES & INTERESTS

- Family
- Reading
- Mindfulness
- Softball

EXPERIENCE

ACCOUNTING SERVICES MANAGER

City of Marina // Marina, CA // October 2004 – June 2008

Plan, supervise, and implement accounting operations, including general ledger, accounts payable and receivable, payroll, and capital assets. Perform technical and professional accounting duties, including, complex account analyses, cash and bank reconciliations, journal entries and budget adjustments. Perform year-end reconciliations, adjustments, and closing of financial records; coordinate annual independent financial audit; and supervise preparation of audit schedules. Prepare annual budget projections and revenue and expenditure forecasts. Provide management financial reports and assist in interpreting financial data. Develop and implement accounting policies, procedures, and internal controls. Prepare written staff reports and resolutions. Mentor, train, supervise, and evaluate four (4) finance staff. Serve as Finance Director in their absence; including, reviewing contracts, staff reports, and resolutions; preparing monthly investment report; and signing weekly accounts payable checks.

BUDGET ANALYST

Monterey Peninsula Unified School District // Monterey, CA // December 2003 – September 2004

Assist managers in preparing budgets and interpreting regulations and laws for federal and state grants. Maintain personnel position control database: process personnel requests, collaborate with personnel and payroll to verify and validate data, and provide management reports. Assist finance staff with general accounting. Develop and implement accounting and office procedures. Participate in interview panels and provide recommendations. District representative for Countywide accounting software group: discuss financial and position control systems, recommend changes, and system improvements.

ACCOUNTANT

Tulare County Office of Education // Tulare, CA // September 2001 – November 2003

Responsible for over 45 federal, state, and local governmental programs. Audit, monitor, and evaluate financial records. Monitor budgets and compile financial records for 25 New Construction and two (2) Modernization Projects with total budgets more than \$13 million. Verify and validate program activity for compliance with federal, state, and local legal requirements. Prepare budget projections and fiscal analyses. Assist management and finance staff in coding expenditures. Prepare expenditure reports for management and outside agencies. Manage monthly and annual accounting closing procedures. Review and verify employment transmittals and contracts. Assist independent auditors during annual audit.

STAFF ACCOUNTANT

M. Green and Company LLP, CPAs // Visalia, CA // August 1999 – September 2001

Plan, perform, and audit governmental, private, and non-profit organizations. Perform audit procedures, test of controls, and prepare audit findings. Prepare financial statements and notes for school districts. Perform monthly, quarterly, and annual bookkeeping and payroll functions, including bank reconciliations, closing journal entries, compiling financial statements, payroll deposits, and payroll tax reports. Prepare tax returns, sales tax returns, property tax statements, and depreciation schedules.