

Agustin Almazan

Greenfield Memorial District Greenfield, CA 93927



Subject: Board of Directors Term Extension

Assistant Finance Director *Board of Directors, Greenfield Memorial District*

I have served on the Greenfield Memorial Board of Director from:– **Present.**

My duties as the Assistant Finance Director consist of the following but are not limited to:

Key Responsibilities

- Manage accounts payable/receivable and reconcile general ledger with Green's Accounting Agency.
- Prepare variance analyses to guide leadership decisions.
- Analyze budget variances and offer actionable insights.
- Collaborate with auditors to ensure clean annual audits, including LAFCO requests.
- Aid with audits and maintain internal record keeping.
- Coordinate with accounting agency to ensure accurate payroll processing.
- Prepare monthly and annual financial statements.
- Develop reports for board meetings.
- Partner with department heads to create and monitor budgets.
- Ensure compliance with state, federal laws, and LAFCO.

2014-curent

Monterey Pacific dispatch and truck driver for 5 years

Current transportation director

Mayers Tomatoes

2000-2013

Mayers tomatoes as a mechanic for three years

Truck driver for 2 years

Maintenance director for 7 year