



MAYOR DAVID J. NARKEWICZ

City of Northampton

Office of the Mayor

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MEMORANDUM

DATE: August 13, 2015

TO: City Council

FROM: Mayor David J. Narkewicz

SUBJECT: Appointment of Treasurer/Collector

I am appointing Kristine Bissell to the newly-created position of Treasurer/Collector. Ms. Bissell has been the City's Treasurer since 2014, and has been temporarily carrying out the duties of Collector since the retirement of Melissa Lampron in June. Prior to that, Ms. Bissell was the Treasurer/Collector for the Town of Palmer.

I am submitting this appointment to the City Council in accordance with the Northampton Charter § 2-10.

cc: City Clerk, Wendy Mazza

Kristine A. Bissell

92 Bissell Road, PO Box 15, Goshen, MA 01032

Treasurer / Financial Management

Results-driven, analytical, and focused treasury management professional with broad-based experience performing all aspects of the accounting and bookkeeping functions. Demonstrated ongoing knowledge to facilitate sound business decisions and resolve outstanding issues. Key capabilities include:

- ◆ Cost & Operational Accounting
 - ◆ Strategic Planning & Analysis
 - ◆ Project Management
 - ◆ Problem Resolution
 - ◆ Tax Preparation Activities
 - ◆ Partnership & Business Alliances
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PROFESSIONAL SUMMARY

City of Northampton

City Treasurer

July 2014- Present

Performs all duties as mandated including but not limited to:

- ❖ Manage all City funds, including cash reconciliations
- ❖ Performs duties as Treasurer for Northampton Retirement Board
- ❖ Process new Borrowing and maintains debt schedules in conjunction with Financial Advisors
- ❖ Process payroll warrants and completes proper tax reporting to Federal and State tax authorities
- ❖ Manages Tax Title Collections with aid of legal counsel
- ❖ Maintains Departmental Budget
- ❖ Serves as administrator for the Board of Almoners and Trust Fund Committee
- ❖ Currently Performing Interim Collector duties effective June 30, 2015

Town of Palmer

Treasurer/Collector

December 2014 - June 2014

Performed all duties as mandated including but not limited to:

- ❖ Managed all town and trust funds, receipt and disbursement of funds, cash reconciliations
- ❖ Collected all taxes as committed by Assessors
- ❖ Performed duties of Parking Clerk
- ❖ Managed all payroll functions including federal and state reporting
- ❖ Managed Tax Title Properties as Custodian.
- ❖ Managed the department budget and directed office staff of 3
- ❖ Administered employee benefits to include insurance and retirement.
- ❖ Borrowed funds as needed including MWPAT, short and long term

City of Northampton

Assistant City Treasurer

February 2009- December 2014

Performed all duties as mandated including but not limited to:

- ❖ Assisted with managing all city funds.
- ❖ Performed bank and cashbook reconciliations.
- ❖ Recorded receipts for proper accounting & disbursed funds as authorized
- ❖ Assisted with new borrowings, maintained all debt schedules, and processed bond/ban payments.
- ❖ Processed payroll warrants and completed tax reporting to include: 945, 941, DUA, and sales/meals tax
- ❖ Assisted with managing Tax Titles and processed payments.
- ❖ Assisted with departmental budgeting.
- ❖ Assisted with the Tax Collector/Parking offices during staffing shortages.

Town of Goshen
Town Treasurer

May 2004- March 2013

Performed all duties as mandated including but not limited to:

- ❖ Managed all town and trust funds, receipt and disbursement of funds.
- ❖ Performed bank and cashbook reconciliations.
- ❖ Recorded receipts for proper accounting & disbursed funds as authorized
- ❖ Obtained short-term loans - RANs.
- ❖ All payroll functions including quarterly and annual tax reporting to include: 941, W2's, DUA, and 1099.
- ❖ Managed all Tax Title Properties and was the Tax Title Custodian.
- ❖ Managed the department budget
- ❖ Administered employee benefits
- ❖ Successfully held two auctions with all properties sold.

Finance Committee Member

May 2009- June 2010

Florence Savings Bank

August 1990- Feb 2009

Senior Teller 10/00 - 02/09

- ❖ Assisted and provided support to Teller Operations Manager with management of the teller line, performed teller duties, balanced ATMs, and provided superior customer service.

Teller Operations Manager 11/93 - 10/00

- ❖ Managed and motivated teller line staff to insure quality customer service is provided while adhering to policies, procedures, and security.
- ❖ Administered performance evaluations.
- ❖ Performed audits.
- ❖ Managed all cash and non-cash items.

EDUCATION

Holyoke Community College, Holyoke, MA
24 credits in the Accounting Program
Northampton High School

CERTIFICATES

Mass Collectors & Treasurers Association member since 2004
Treasurer Certification December 2010
H & R Block Inc. Holyoke, MA
Tax Professional Certificate 2003
Center for Financial Training, Norwich, CT
General Banking Certificate, Supervisory Certificate