

From: [Lisa Phifer Ross](#)
To: [Reis, Francine](#)
Cc: [McCauley, Mark](#); [Madore, David](#); [Olson, Julie \(Councilor\)](#); [Stewart, Jeanne](#); [Boldt, Marc](#); [Mielke, Tom](#)
Subject: Application for Clark County Manager
Date: Monday, March 07, 2016 12:00:11 PM
Attachments: [Resume Lisa Phifer Ross Revised - Leadership.rtf](#)
[Cover letter for Clark County Manager.rtf](#)

Hello Francine,

I have attached my resume and cover letter for the County Manager Position. I could not find a way to apply on the website. I dropped off hard copies earlier today.

Thank you for your consideration,

Lisa Phifer Ross, CPA

(360) 609-4928

We are all on the same team.

LISA PHIFER ROSS, MBA, CPA

SUMMARY:

With 14+ years’ experience making businesses more profitable, governments more accountable, and non-profits more effective; and twenty+ years’ of management experience, I can bring clarity, effective communication, technical expertise and leadership to Clark County.

CORE COMPETENCIES

- ✓ LEADERSHIP AND ORGANIZATIONAL STRATEGY
- ✓ UNDERSTANDING OF GOVERNMENT COST ACCOUNTING AND PROCEDURES
- ✓ PROCESS IMPROVEMENT AND DOCUMENTATION ALIGNED WITH INTERNAL CONTROLS
- ✓ BUDGETING AND DATA ANALYSIS
- ✓ PERFORM COMPLEX FINANCIAL OPERATIONS ON A STRICT TIME LIMIT
- ✓ ADEPT AT QUICKLY LEARNING AND TEACHING PROCESSES AND PROCEDURES
- ✓ ABILITY TO STAND FOR WHAT IS RIGHT IN THE FACE OF STIFF OPPOSITION

RELEVANT PROFESSIONAL EXPERIENCE

LISA PHIFER ROSS, MBA, CPA AUGUST 2015- PRESENT SOUTHWEST WASHINGTON

PROBLEM: SMALL BUSINESS OWNERS NEED TO BE ABLE TO UNDERSTAND AND TRUST THEIR NUMBERS

Consultant – Budgeting, GAAP, Process improvements, HR recommendations, making businesses more profitable

SOFTWARE: Office 2013, Sedona, Quickbooks

OREGON ICE CREAM, LLC VIA ACCOUNTEMP DEC 2014-JULY 2015 CAMAS, WA

PROBLEM: SALE OF COMPANY RESULTED IN CHANGES, BUT THE ACCOUNTING MUST GET TO GAAP **Senior Project**

Accountant – Budgeting, GAAP, Fixed Assets, helping staff deal with change

SOFTWARE: Office 2013, NAV ERP System, AssetKeeper

NORTHWEST FOOD PROCESSORS ASSOCIATION VIA ACCOUNTEMP FALL 2014 PORTLAND, OR

PROBLEM: REORGANIZATION AND MISSION REFOCUS RESULTED IN LEADERSHIP CHANGES, BUT THE ACCOUNTING MUST GO ON. **Interim Controller** – Federal Grant Grant Accounting, Supervision of accounting team, financials

WORKSYSTEMS, INC VIA VANDERHOUEWEN & ASSOC SUMMER 2014 PORTLAND, OR

PROBLEM: FINANCIAL AUDIT REQUIRED MONITORING OF PREVIOUS YEAR’S GRANT RECIPIENTS ON SHORT NOTICE:

Auditor - Select items and audit grant sub recipients based on Federal Contracts and CAS under stiff time constraints.

CITY OF VANCOUVER FIRE MARSHALL VIA NW STAFFING RESOURCES AUG 2013 – FEB 2014 VANCOUVER, WA

PROBLEM: RECREATE TWO YEARS OF INVOICING WITH APPLICABLE CREDITS BECAUSE FIREHOUSE SOFTWARE AND ORACLE, SET UP INTERNAL CONTROL STRUCTURE. **FORENSIC AUDITOR** - Analyze permit and inspection billings to verify adherence to policies and. Reconstruct billings Align different accounting programs and rules while applying internal controls. Risk assessment for internal control framework. Document processes via flowcharting.

COLUMBIA RIVER MENTAL HEALTH SERVICES SUMMER 2013 VANCOUVER, WA

PROBLEM: THERE WAS A LOSS OF STAFF IN THE FINANCE DEPARTMENT AS REORGANIZATION OCCURRED. **INTERIM CONTROLLER** – Supervise staff for monthly and annual close. Review Annual and monthly Financial Statements and prepare Notes analyzing cash position and forecast, and analyze for trends and inconsistencies. Present to Board of Directors and Bondholders, Supervision of accounting team, maintain cash availability spreadsheet. Serve as liaison for external auditor. Provide leadership and maintain internal controls during time of transition.

TOYOTA LIFT NW VIA VANDERHOEWEN & ASSOC **FEB 2013 – MAY 2013** **CLACKAMAS, OR**

PROBLEM: SENIOR ACCOUNTANT WAS GOING ON MATERNITY LEAVE: **Relief Senior Accountant** - Reconcile all balance sheet accounts for year end. Maintain fixed assets schedule in Sage FAS. Maintain Daily Bank Funds spreadsheet and Daily check verification uploads. Assist in Year End Inventory Process. Maintain Sales Tax Exemption forms. Assist other departments with questions and corrections. Assist with PWC audit. File Washington state B&O taxes and multi-state sales tax returns, as well as multiple city B&O tax reporting.

MAY 2008-JAN 2013 **COLUMBIA RIVER MENTAL HEALTH SERVICES** **VANCOUVER, WA**

GENERAL LEDGER ACCOUNTANT: GL Accountant for agency receiving federal grants under government cost accounting standards.

- Developed and maintained the budget summary system of spreadsheets which accounted for all programs and allocations of overhead to improve management of the budgetary process
- Led cross-functional teams, both standing and ad hoc, and testified to county committee regarding Change Agent Initiative.

SEP 2003-NOV 2007 **LEDUC TRANSPORTATION, INC** **VANCOUVER, WA**

FINANCIAL ANALYST/ PAYROLL SUPERVISOR: Worked closely with executive team to manage and reconcile flow of accounting information from parent to affiliate company with gross receipts in excess of \$9 million engaged in the transport of hazardous chemicals. Engage in Board of Directors meetings to help guide strategic direction. Maintain payroll of over 40 employees through ADP. Calculated and B&O and Use tax. Issue 1099's. Calculated and filed Labor and Industries Worker's Compensation Tax Reports. Supervise staff. Analyze Financial Reports to look for deviations and overbilling.

- Developed and prepare YE Financial Statements – liaise with External Auditor
- Audited billings, driver logs, and communication for DOT compliance and for revenues
- Developed elements of a balanced scorecard to motivate drivers

NOV 2001 – MAY 2003 **NEWSOUTH BOOKS, INC** **MONTGOMERY, AL**

FULL CHARGE BOOKKEEPER: AP, AR, All payroll functions including 940 and 941 deposits and W-2's for a book publishing/ manufacturing firm. Reconciliations and cash flow monitoring. Quickbooks and MYOB, Computed royalties and prepared 1099 for over 40 authors with 100's of titles

OTHER RELEVANT EXPERIENCE **BRUNO'S, INC** **VARIOUS CITIES AROUND THE SOUTH**

CASHIER PROMOTED PROGRESSIVELY TO STORE DIRECTOR OVER 14 YEARS: Supervise and manage all aspects of upscale retail grocery, trainer, and safety lead. Help to write the cash handling manual.

COMMUNITY INVOLVEMENT

- ❖ CLARK COUNTY PUBLIC FACILITIES DISTRICT BOARD MEMBER
- ❖ TOASTMASTERS
- ❖ VICE CHAIR OF THE CLARK COUNTY REPUBLICAN PARTY
- ❖ NORTHWEST HARMONY CHORUS
- ❖ TREASURER, BOOTS TO BOOTS

Education

MBA, MANAGEMENT AND STRATEGY

WGU-WASHINGTON

BS IN ACCOUNTING

WGU

BA IN PHILOSOPHY MINOR IN ACCOUNTING

UNIVERSITY OF ALABAMA

Lisa Phifer Ross, MBA, CPA

324 NW 87th St

Vancouver, WA 98665

360-609-4928

WeAreAllontheSameTeam@comcast.net

March 5, 2016

Councilor David Madore
Clark County Councilor
Clark County, Washington

1300 Franklin St # 680

Vancouver, WA 98660

RE: Application for Clark County Manager Position

Dear Councilor Madore:

I would like to enthusiastically apply for the County Manager's position here in Clark County. My family has grown up in southwest Washington over the last thirteen years, and I would love to be able to use my education, experience, and business acumen to make our county a more efficient and customer focused organization. I have grown to love this area, its people, and the respect for process and fairness that local governments value.

I have spent the last several years working with local organizations and helping them to make it through tough times and times of change. It seems whenever I step into a position, it is because there has been a dramatic change that needs to be addressed and the staff needs to be guided by someone with the confidence and leadership to help them through. I am able to address anyone's concerns and not hold a grudge – just get the job done.

We moved here to better manage the symptoms of Multiple Sclerosis so I would be comfortable in my decline. What happened instead was a committed quest to overcome my symptoms through hard work and breakthrough medications. My battle with MS has taught me patience and tolerance. It has taught me to view problems as opportunities.

I tried to apply on the Clark County website for this position, but I did not see it listed, so I am reaching out to you. The fact that Clark County is proud to be an equal opportunity employer gives me the confidence that my application will be given serious consideration.

Thanks in advance for giving me the opportunity to serve the folks of Clark County.

Sincerely,

Lisa Phifer Ross, MBA, CPA

Enclosure