

# Patrice Sutton



## EMPLOYMENT

- 2018-present Finance Director, Lake County, IL (Waukegan, IL)
- Responsible for the accounting, budgeting, financial reporting, internal audit, purchasing, accounts payable, accounts receivable, fixed assets, grants reporting, and debt management of 3<sup>rd</sup> largest county in Illinois with budget of \$600+ million
  - Leading departmental transition: realignment of staff according to skills; creation of new division to support shared services; recommitment to training, focus on policies and procedures, analysis of risk and internal controls
  - Expanded financial reporting, increased transparency, and ongoing efforts to provide meaningful information that facilitates data-driven decisions in alignment with County Board strategies and goals
  - Member of executive management team collaborating on strategic planning, multi-year capital improvement planning, recruitment and retention initiatives, ERP implementation, financial forecasting and debt refunding
  - Administration of and compliance for COVID-19 federal grant funding in excess of \$288 million
- 2016-2018 Finance Director/Treasurer, Village of Libertyville, IL
- Responsible for the financial reporting, accounting, purchasing, budget, accounts payable, accounts receivable, capital assets, debt, cash management, payroll, insurance and risk management of the Village
  - Managed Finance function of 4 full time and 1 part time staff as well as Information Technology function of 1 full time employee and outside consultant
  - Obtained TIF Short Term Note for Downtown Parking Garage financing
  - Treasurer of pension boards providing financial reporting as well as assistance with procurement of actuarial and pension fund advisory services
- 2010-2016 Deputy Finance Director, Lake County, IL (Waukegan, IL)
- Controller
    - Supervised staff of 7 responsible for County-wide accounting and financial reporting, accounts payable and receivable, fixed assets, grants reporting/monitoring, asset management, debt management, inventory and internal controls
    - Responsible for annual financial report, including independent preparation of the financial statements and required notes for 50 funds
  - Budget Manager
    - Responsible for the compilation, monitoring, and reporting of \$495 million budget, along with a significant capital improvement program
    - Supervised staff of 4 who work with every department to develop and monitor budgets, including cost benefit analyses, efficiency studies, and return on investment analyses
- 2007-2010 Finance Director, Village of Round Lake Beach, IL
- Responsible for the financial reporting, accounting, purchasing, budget, accounts payable, accounts receivable, capital assets, debt, and cash management of the Village
  - Managed a department of 4 full time and 4 part time staff
  - Coordinated annual audit and prepared monthly Treasurer's Reports
  - Performed internal control audits in utility billing, building permits, Metra parking lot, Police Department, and the Cultural and Civic Center
  - Conducted internal cost benefit analyses for snow removal outsourcing; water rate studies; and cash and revenue forecasting

- 2005-2007 Deputy Finance Director, City of Highland Park, IL
- Responsible for daily, monthly, and quarterly accounting and reconciliation
  - Coordinated annual audit and assisted in preparation of \$60 million annual budget
  - Supervised Finance Supervisor and 6 Finance Clerks
- 2001-2005 Senior Manager, Research and Consulting Center  
Government Finance Officers Association (Chicago, IL)
- Managed technology procurement projects for over 30 clients, assisting governments in determining need and readiness for financial and human resources/payroll systems
  - Developed Requests for Proposals for financial and administrative systems including detailed requirements definition, proposed terms and conditions, and methodology for vendor selection
  - Assisted clients with vendor selection and contract negotiations; developed proposal assessment reports and recommendations
- 1999-2001 Consultant, American Management Systems (Chicago, IL)
- System Test Coordinator*
- Managed a 30-member team responsible for test script writing and test execution
- Business Analyst*
- Evaluated and analyzed business practices and proposed systematic as well as procedural improvements
- 1997-1999 Public Finance Intern, Chicago Public Schools, Bureau of Treasury (Chicago, IL)
- Developed, marketed, and coordinated a \$40 million technology leasing program
  - Performed monthly and annual investment reconciliation and reporting
- 1997-1997 Operations Officer/Assistant Cashier, Americana National Bank (Albert Lea, MN)
- Supervised 18 customer service representatives in four branch locations
- 1995-1996 Volunteer, United States Peace Corps (Poland)
- Consultant, Ministry of Labor and Social Policy / The World Bank*
- Small Business Adviser, Malborski Inkubator Przedsiębiorczosci*
- Advised business incubator on strategy, tenant selection, building renovation, and business plan for new incubator undertaking
  - Conducted business training and obtained grant assistance
- 1990-1995 Accountant, Prudential Insurance Company of America (Newark, NJ)
- Associate Manager, Equity Products Unit*
- Supervisor, Global Operations*

## EDUCATION

- 1997-1999 Master of Public Policy, University of Chicago  
Concentration: Public Finance
- 1986-1990 Bachelor of Arts, Northwestern University  
Majors: Economics and Urban Studies

## OTHER

- Government Finance Officer Association (GFOA) Certified Public Finance Officer (CPFO) designation (June 2017)
- GFOA Standing Committee on Governmental Budgeting and Fiscal Policy (2019 – present)
- Presenter and National Training, Illinois GFOA and GFOA
- Illinois GFOA Executive Board (State Representative) (2020 – present)
- Illinois GFOA Professional Education Committee – CPFO Team Leader (2017 – 2020)
- Reviewer, GFOA Distinguished Budget Presentation Award program (2009 – present)
- Treasury, Financial Secretary, St. Mark Lutheran Church, Lindenhurst, IL (2005 – present)
- Trustee, Village of Round Lake Beach, IL Police Pension Fund (2012 – 2017)