

# MELISSA GALLAGHER

## PROFILE

Highly qualified and accomplished finance executive leader with more than 24 years of experience in state, municipal, and county government. Proven competencies in strategic financial planning, ERP systems and grant management. Ensure the development and practice of sound policies and procedures. Strong commitment to continuous improvement through organizational change management and adherence to best practices.

## EXPERIENCE

### LAKE COUNTY, IL

#### Interim Chief Financial Officer (2024)

Appointed in January 2024 to serve as the Interim Chief Financial Officer to lead the team of 24 professionals in the Finance Department. Serving in a leadership role and overseeing the functions of Budget, Purchasing, Centralized Financial Services, Accounts Payable, Accounts Receivable and Accounting and Financial Reporting.

#### Deputy Finance Director (2021 to 2023)

Lead a team of eight in the areas of accounting and financial reporting, centralized financial services, accounts receivable and accounts payable. Responsible for documentation of procedures and policies for both internal and customer processes.

#### Achievements + Highlights

- Responsible for managing the County's annual external and internal financial statements and providing accounting oversight.
- Improved issuance timeframes for external financial audits.
- Implemented additional internal controls for accounts payable processes.
- Review Lake County financial policies and procedures and provide recommendations for annual revisions.
- Assisted in the bond and credit rating process for debt issuance.
- Successful transition and on-boarding of a new external auditor.
- Ensure continual departmental effectiveness through training and staff development.
- Implemented required governmental accounting standards for the annual external audit such as fiduciary activities (GASB 84), Leases (GASB 87) and Subscription Based IT Arrangements (GASB 96).
- Worked collaboratively on the efforts to centralize Public Works finance functions in the Finance Department.
- Responsible for monthly debt service processes and assist in the annual continuing debt disclosure.
- Led the Request for Proposal (RFP) team to select a new vendor for the indirect cost allocation plan.
- Member of the leadership team involved with the internal audit assessment project.
- Consolidated bank reconciliation processes within Finance.
- Led the Lunch and Learn Finance Fundamentals Team which was rebranded into the E-Learning Initiative, to attract more learners.
- Contributor to the team to launch the Finance Employee Services Portal webpage.

### CITY OF ROLLING MEADOWS, IL

#### Interim City Manager (2021)

#### Finance Director (2012 to 2021)

#### Assistant Finance Director (2011)

#### Senior Accountant (2006 to 2010)

Served as the City's Finance Director which was an executive and administrative position responsible for directing and overseeing the day-to-day operations for the Finance Department with responsibilities for coordinating projects for Administration, Policy, Fire, Public Works, IT, and the library. Advised the City Manager, Mayor and City Council of financial and administrative activities and results. Served as Acting City Manager at the Direction of the City Manager. Responsible for working with four collective bargaining units.

### **Achievements + Highlights**

- Managed and directed the City's \$55 million annual budget and \$10 million capital process by meeting with City Departments, presenting to the City Council and meetings one-on-one with the City Council.
- Worked to increase the City's credit rating with Standard & Poor's and Moody's by driving financial performance over the last ten years.
- Supervised and managed four full-time and two part-time Finance personnel in a fast-paced environment.
- Prepared the City's Annual Comprehensive Financial Report (ACFR), the Popular Annual Financial Report, the 5-Year Capital Improvements Plan (CIP) and the Annual Budget.
- Developed and implemented fund balance policies for the General Fund, Refuse Fund, 911 Fund and the Garage Fund.
- Provided leadership and direction in the development of short- and long-term plans.
- Worked closely with the City Manager and City Council to plan and execute general obligation bond projects to construct two new fire stations and three watermain projects.
- Developed key collaborations with elected officials and the police and fire pension funds to drive pension funding increases.
- Achieved utility rate and fund balance reserve stabilization for the City's water, sewer, and stormwater utilities by coordinating a collaborative effort with elected officials through a committee process.
- Lead the City's efforts in enhancing new revenue sources and modernize the City's online payments system.
- Managed and directed the Enterprise Resource Planning (ERP) comprehensive software project and data integration (financial, utility billing, payroll, work orders, GIS).
- Created new departmental efficiencies and developed an electronic workflow for purchase orders.
- Worked to drive economic development with a tax increment financing (TIF) project by achieving equalized assessed value growth from \$13 million to \$48 million.
- Treasurer and Trustee for Rolling Meadows Fire Pension Fund and Policy Pension Fund.
- Treasurer, Rolling Meadows Community Events Foundation.

### **ILLINOIS DEPARTMENT OF LABOR**

#### **Grant & Budget Manager (1998 to 2006)**

Administered a statewide workforce development, grant program assisting women and minorities to gain access to skills for gainful employment. Traveled statewide to non-profit agencies and community colleges for in-person audits.

### **Achievements + Highlights**

- Transitioned grant reporting from an all-paper process to electronic workflow and reporting. Digitized records and implemented new accounting software for the agency.
- Audited grant data and records for statewide grants received by non-profits and community colleges.
- Implemented the Illinois Equal Pay Act Program and Victims of Economic Security and Safety Act Program (for victims of domestic violence).
- Developed the annual budget for the program and presented the budget to the Department's Director and to the Office of the Governor.
- Worked as a member of the Governor's Commission on the Status of Women for the State of Illinois.

**EDUCATION****MASTERS DEGREE IN ACCOUNTING AND FINANCIAL MANAGEMENT**

Keller Graduate School of Management (2005)

**BACHELOR OF ARTS – SOCIAL SCIENCE**

Michigan State University (1993)

**TRANSFER CREDITS**

Harper College (1989)

**SKILLS & INTERESTS**

Rolling Meadows Community Events Foundation (Prior Volunteer)

Rolling Meadows High School Boosters Member (Current)

Illinois Government Finance Officers Association (IGFOA) Member (Current)

IGFOA Board Member and Past President (2014 to 2018)

IGFOA Chairperson and Member – Technical Accounting Review Committee (2010 to 2014)

Government Finance Officers Association (GFOA) Member (Current)