

**Patrice Sutton**

► **Heidi Voorhees, President**  
**GovHRUSA, LLC**

630 Dundee Road #130  
Northbrook, IL 60062

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**Dear Ms. Voorhees,**

I am writing to express my interest in the Lake County Director of Finance/Chief Financial Officer position. I believe that my prior experience as the Deputy Finance Director of Lake County as well as the experience and further knowledge I have gained make me uniquely qualified for this position.

The reason that I left Lake County just over two years ago was simply because the opportunity I pursued was the best fit for my professional and personal life at that time. I have great respect for the County Board, management, and employees at Lake County and it was a difficult decision for me to leave. Similarly, I would not be considering any other career change except this Director of Finance/Chief Financial Officer position at this time as I am happy in my current role. That being said, I believe the Lake County position is a perfect next step in my career development, with the potential to provide the ongoing challenge and continual learning on which I thrive. I believe I would also be a practical choice for the County as I would start the job with knowledge, background, and established business relationships that would facilitate a quicker transition.

I encourage you to review my performance evaluations from Lake County as well as speak to my references and current employees of Lake County to determine if I am a good fit for this position. In addition, in the two years since I left, I have become a Certified Public Finance Officer (CPFO) through the Government Finance Officers Association. I have also directly supervised the payroll and benefits function, Information Technology (IT), and risk and insurance functions. I think these additional skills and qualifications make me an even more well-rounded financial professional than when I left two years ago.

I appreciate your consideration and would welcome the opportunity to speak to you about my qualifications.

Sincerely,  
*Patrice Sutton*

# Patrice Sutton

## EMPLOYMENT

- 2016-present 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 a department of 4 full time and 1 part time staff
  - Coordinated annual audit and annual budget
  - Obtained TIF Short Term Note for Downtown Parking Garage financing
  - Managed Information Technology function overseeing 1 employee
  - Conducted RFP processes for actuarial and pension fund advisory services
  - Assisted with outsourcing analyses and efficiency studies regarding various Village operations
- 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, inventory and internal controls
    - Responsible for annual financial report, including independent preparation of the financial statements and required notes for 50 funds
    - Managed debt related functions, including issuance, rating agency presentations, annual reporting, arbitrage calculations, and continuous disclosure
  - 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, monitor, amend and report on all County-wide budgets
    - Conducted cost benefit analyses, efficiency studies, and return on investment analyses
    - Conduct monthly, quarterly and annual budget-to-actual reporting to departments, administration and County Board
- 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
  - Coordinated annual budget preparation and prepared annual budget document, conducted tax levy and budget public hearing presentations; achieved GFOA Distinguished Budget Presentation Award for first time
  - 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*
- Organized international conference on self-employment initiatives for the unemployed for 150 participants from 20 countries
- 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*
- Managed department of 27 people responsible for the financial reporting and accounting of domestic stock portfolios worth over \$250 million
- Supervisor, Global Operations*
- Supervised staff of 8 people responsible for financial reporting and accounting of foreign stock, bond, derivative, and private placement portfolios

## 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

- Certified Public Finance Officer designation (June 2017)
- Reviewer, GFOA Distinguished Budget Presentation Award program (2009 – present)
- Financial Secretary, St. Mark Lutheran Church, Lindenhurst, IL (2005 – present)
- Trustee, Village of Round Lake Beach, IL Police Pension Fund (2012 – 2017)