

Brittany Gilman

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LEADERSHIP PROFILE

Results-driven and dynamic professional with hands-on experience in conducting high-level financial modelling and analysis. Extensive experience in governmental, municipal, and non-profit finance with a keen sense of awareness related to the responsibilities of being entrusted with public funds. Demonstrated expertise in driving project implementation and optimal financial performance across the organization, including establishing policies, aligning resources, and positioning for program achievement. Highly skilled at improving and building processes and communicating parameters of complex business transactions to a broad group of stakeholders. Recognized financial expert with solid record of contributions to improve financial performance, stakeholder relationships, and enhance internal controls.

EDUCATIONAL BACKGROUND

CPA Candidate

150+ hours coursework

Graduate Coursework

Southern New Hampshire University, Manchester, NH

Bachelor of Science, Business Management, Concentration in Accounting

Summa cum laude | *President's List of Distinguished Students* | *Sigma Beta Delta Business Honors Society*

Castleton University, Castleton, VT

PROFESSIONAL EXPERIENCE

RHR Smith and Company CPAs – Maine & Vermont, USA

Regional CPA firm servicing primarily governmental entities & non-profits

Director of Support Services & Audit Manager (2021 to Present)

Report directly to Managing Partner. Oversee Support Services Department, including eight staff members. Plan and schedule audits and non-attest accounting services. Perform audits of governmental units, school districts, and non-profit entities, including yellow book and A-133 audits. Onboard new clients; establish and maintain client relationships. Prioritize workload for Support Services department. Remain abreast of new accounting policies, including GASB, FASB, and GAAP.

Addison Central School District – Middlebury, VT, USA

School District serving approximately 1700 students, \$40 million budget

Director of Finance and Operations (2018 to 2021)

Reported directly to Superintendent of Schools. Planned and executed capital projects from inception to completion while administering a budget of \$40M. Designed and implemented internal financial reporting systems, financial controls, and management information systems in coordination with staff while ensuring all company activities adhered to legal guidelines and policies. Facilitated annual audit with external auditors. Coordinated with Human Resource department to manage benefits. Delivered strategic leadership and guidance to staff regarding contract negotiation and preparation to achieve best pricing and services. Oversaw cash, cash-related receipts, accounts receivable, and accounts payable functions to ensure timely processing of billings, payments, and collection of program revenue.

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Rutland Central Supervisory Union – Rutland, VT, USA

Supervisory Union and Three Member Districts, \$20 million budget

Business Manager (2016 to 2018)

Reported directly to Superintendent of Schools. Created and managed budget process for \$20M budget for Supervisory Union and three member districts. Developed and implemented policies and procedures to ensure efficient and safe operation of the unit. Oversaw payroll and accounts payable process with a keen focus on streamlining payroll processes. Optimized federal grants and awards while overseeing fund-raising, preparing progress reports, and ensuring compliance with grant regulations. Facilitated annual audit with external auditors to increase the value and credibility of the financial statements produced by management.

The Royal Group – Rutland, VT, USA

Regional security company

Accounting Manager (2013 to 2016)

Reported directly to Operations Manager. Forecasted revenue and expenditures to reduce company operating costs. Analyzed financial statements to determine profit margins and improve debt management. Managed collections process and supported change management by understanding and addressing impacts of new accounting policies.

Additional Experience:

Accounting Clerk (2012 to 2013) ▪ Town of Castleton, Castleton, VT. 15-25 hours per week

Bookkeeper (2014 to 2015) ▪ Clarendon Brick Church 10-15 hours per week

References available upon request