

Trevor K. Elkins

3888 East 43rd Street
Newburgh Heights, OH 44105
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Skills and Abilities:

Experienced Chief Financial Officer of \$2,500,000 annual municipal budget and Assistant Clerk for \$14,000,000 annual municipal budget.

- Prepare appropriations, revenue projections, and financial reports, complete the required annual CBAFR
- Successfully prepared and completed State of Ohio Audits
- Successfully completed IRS Compliance Check
- Successfully completed BWC Payroll Survey
- Manage finance tasks, i.e., payroll staff, monthly bank reconciliations, process all accounts receivables and accounts payables, grant administration
- Reconcile accounts monthly for error-free state audit
- Diligently assist in preparing a budget to establish new priorities for spending

Self-assured, confident communicator able to lead and direct effectively.

- Work with and supervise department heads and staff relative to budgeting, spending, and general operations
- Communicate with council to develop policies for budget cuts and spending priorities to corrected inherited, structural budget flaws
- Built bridges between Village Council, Mayor, and Department Heads to create workable budget with deep cuts needed
- Interact with taxpayers & residents of our diverse community to explain Village policy
- Called first Town Hall meeting to explain ideas for future of Village while honestly assessing the challenges faced as an inner ring suburb
- Experienced supervisor of up to 4,000 man-hours weekly
- Able to disagree agreeably

Effectively interact with county leaders and departments as Village representative

- County Executive, County Budget Commission, Regional Income Tax Authority, County Fiscal Officer, County Council, County Engineer and Department of Development

Successful grant writing and record keeping

- Researched, wrote, and collaborated on the design of a successful sewer separation grant funded by CDBG and the Ohio EPA/OWDA
- Researched, wrote, and designed a sidewalk and tree removal grant
- Key member of successful NSP3 grant writing team
- Maintains accountability of Village grants and reporting process

Computer/Communication Skills

- Municipal finance accounting software
- Windows platform, Internet for research, e-mail
- Apple I Phone proficient for mobile connectivity
- Microsoft Office Suite- Word, Excel, Power Point, Outlook, Publisher

Pertinent Professional History:

- 2008 – present **Village of Newburgh Heights – Clerk/Treasurer**
- 2010 – present **Village of Cuyahoga Heights – Assistant Clerk**
- 2010 **Village of Cuyahoga Heights – Finance Consultant**
- 2005 – 2009 **Everstaff LLC**
- Manager, NE Ohio Manufacturing Division – leading producer responsible for the profit/loss of 3 offices in the Cleveland market
 - Direct oversight of 8-11 employees including hiring, training, evaluation and supervision
 - Help guide the company from start up to Weatherhead 100 status
- 2005 – 2007 **Village of Newburgh Heights – Councilman**

Education:

Ursuline College, Pepper Pike, Ohio

Bachelor of Arts in Humanities – Currently completing senior level coursework, anticipated 2012 graduation.

Regional Income Tax Agency Training Conferences

Ohio Municipal Finance Officer Training Seminars

Ohio Municipal Clerk's Association

**Ohio Auditor of State Local Government Officials
Training Conferences**

(Coursework included: payroll accounting, meeting minutes, audits, state purchasing, bank reconciliations, IRS reporting requirements, annual financial reports, ethics workshops, compliance, budgetary law, fund accounting, and others)

Ohio Sunshine Laws Workshop

NIMS Training/Certification (FEMA)

Memberships and Activities:

Kiwanis Club

Volunteer Coach - Youth Fast Pitch Softball

Newburgh Heights Root Social Club

Men's Slow Pitch Softball

Humane Society

ASPCA (American Society for the Prevention of Cruelty to Animals)

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