



OLIVIA G. RUIZ

Finance Manager/Treasurer

## SUMMARY

Results driven finance and accounting professional with over 15+ years of experience in financial accounting, annual operating budgeting, payroll management, and human resources management. Skilled in overseeing financial operations within special districts through strategic planning, implementing, and monitoring of reports and enterprise resource (ERP) systems. Proficient in defining and implementing policies, procedures, processes and governance as per the Governmental Accounting Standards and other regulations. Adept at conducting budgeting and forecasting activities.

## KEY SKILLS

Finance, Budgeting, Cash Management, Compliance, Payroll Administration, Forecasting, Financial Audits, ERP Implementations, Statutory Accounting Principles, Debt Administration, Team Management, Financial Reporting & Analysis, Office Administration, Capital Budgeting Software, Excel, Strategic Leadership Planning.

## PROFESSIONAL EXPERIENCE

### Finance Manager/Treasurer

October 2023 Present

#### Vallejo Flood and Wastewater District

450 Ryder Street, Vallejo CA 94590

*VFWD is a local government agency, special district, wastewater facility that oversees collection, treatment, and other disposal services.*

- Leading a team of 7 in the Finance department accounting services area

#### Budget Preparation

- Coordinated, collaborated, and developed annual operating budget of \$74 million with multiple departments
- Provide departments with reports and analysis to ensure expenditures are maintained with appropriated limits
- Produced and managed annual forecasts and budgets, labor projections
- Prepare and monitor annual update to District's ten-year long-term planning and forecasting

#### Accounting Services

- Responsible for overseeing investments, accounts payable, expenses (procurement cards), and accounts receivable, payroll, and Procurement
- Responsible for 40,000 accounts for billing on tax roll
- Provided financial analysis for capital investments, contract negotiations, and pricing
- Responsible for grants, single and annual financial audits.
- Performed capital budgeting and expenditure planning to help in developing strategic initiatives
- Implementation of financial initiatives for treasury, Pension Trust, ERP Tyler and Gov Invest

#### Payroll

- Responsible for reviewing payroll costing to general ledger payroll report for accuracy into new ERP Tyler software for over 98 FTE.

#### Leadership/Administrative

- Senior Management Team, developing Supergroup, strategic planning with supervisors team.
- Hire, coach, and cross-train staff in policies and procedures, encroachment permits, Upper Lateral Program
- Responsible for training staff on financial policies, procedures, cross-training finance
- Development of internship program for Finance
- Assist in other major initiatives and projects (Cost of Service Study, new GASB implementation)

### Accounting Supervisor

August 2021 - Present

#### Central Contra Costa Sanitary District

5019 Imhoff Pl., Martinez, CA 94553

*Central San is a local government agency, special district, wastewater facility that oversees collection, treatment, and other disposal services.*

- Leading a team of 3 in the Finance department accounting services area

#### Budget Preparation

- Coordinated, collaborated, and assist in the preparation of annual operating budget development of \$90.1 million with multiple departments
- Assist in coordinating the annual update to District's ten year long term planning and forecasting
- Prepare and analyze complex financial reports with Planning and Budgeting EPM (Enterprise Performance Management) Oracle

#### Accounting Services

- Responsible for overseeing accounts payable, expenses (procurement cards), and accounts receivable
- Review weekly accounts payable check run for general ledger coding accuracy
- Troubleshoot implementation issues with new ERP Oracle fusion and EPM Capital Budgeting software.
- Assist in single and annual audits. Review SRF requirements and reimbursements and assist in grant funding requirements

#### Payroll Audit

- Responsible for reviewing payroll costing to general ledger payroll report for accuracy into new ERP Oracle software for over 294 FTE. Identifying any GL coding errors and perform journal entry corrections. Regularly meets with Payroll to provide support.

#### Other Responsibilities/Administrative

- Responsible for training staff on financial policies, procedures, cross-training finance
- Assist in other major initiatives and projects (In-House Treasury, Cost of Service Study, new GASB 87 & 96 implementation)

#### Senior Accountant

January 2011 - July 2021

#### Fairfield-Suisun Sewer District

1010 Chadbourne Rd, Fairfield, 94534

*FSSD is a local government agency, special district, wastewater facility that oversees collection and treatment, and stormwater management services.*

- Successfully led a team of three individuals in both Administration and Finance departments.

#### Financial Accounting & Reporting

- Developed and implemented internal financial and accounting policies, ensuring compliance with GASB statements.
- Managed Single Audit for State Revolving Fund loan of \$11 million for Blower Project and prepared necessary documentation.
- Developed and composed year end financial statements for the ACFR, ensuring accuracy and compliance with GAAP standards
- Managed year end accruals for debt, investments, and capital assets, ensuring proper classification and accounting treatment
- Conducted detailed cash flow analysis for the ACFR, identifying areas for improvement and presenting recommendations to senior management

#### Payroll Preparation & Benefits Administration

- Managed payroll and benefits for 59 employees, ensuring timely payments
- Improved efficiency and reduced staff time by implementing electronic timekeeping system
- Communicated changes in benefits plans, open enrollment, and CalPERS to all staff
- Prepared and processed W 2, 941 quarterly balancings, ACA reporting, and reconciliation

#### Budget Preparation

- Assisted in preparation of bi annual budget of \$19 million across multiple departments with Director of Administrative Services
- Regulated financial analysis on 22+ general ledger programs to ensure accurate expense classification

#### Human Resources

- Led and conducted new hire employee background screening, orientations, and developed checklists
- Worked closely with Safety Officer on DOT, workers compensation, risk analysis, and insurance for vehicle inventory

#### Other Responsibilities/Administrative

- Managed Accounts Payable, Receivable, Records Management, and disposition processes
- Trained staff on financial policies, procedures, and cross trained admin/fiancee
- Collaborated with supervisors to develop and execute strategic plans.

#### Senior Accountant Clerk

August 2007 - January 2011

#### Solano County Office of Education

5100 Business Center Dr, Fairfield, CA 94534

*Business Services department for school districts. Provided general functions including payroll, budgeting, cash flow analysis, retirement, and accounting.*

- Forecast short/long term cash flow from different sources of funding for schools
- Handled reconciliation of cash in the county treasury for all 7 school districts in Solano, scrutiny of invoices, payment vouchers

#### Operations Associate

May 2006 - August 2007

#### Nelson Family of Companies, Workforce Logic Division

19080 Lomita Ave, Sonoma, CA 95476

*Provided payroll and human resources functions to clients like Google, Sony, Facebook, Yahoo for their temporary staff. Received prestigious "President Club Award" for outstanding achievement, leadership ability in Feb 2007.*

#### Exceptions Specialist

August 2001 - May 2006

#### Travis Credit Union

One Travis Way, Vacaville, CA 95687

*Provided support , processed, and reconciled daily and monthly general ledger accounts, incoming direct deposits, electronic fund transfers, transmit ACH files to Federal Reserve.*

### EDUCATION

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#### University of Phoenix

July 2007 - October 2008

#### Master of Business Administration

Fairfield, CA

#### University of Phoenix

July 2005 - July 2007

#### Bachelor of Science in Business Administration

Fairfield, CA

#### Solano Community College

December 2004 - December 2004

#### Certificate of Achievement in General Business & General Studies

Fairfield, CA

### AWARDS & RECOGNITION

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- AwardRecognized for Distinguished Budget Presentation award by GFOA, 2021 2022
- Recognized for significant contributions to ACFR by GFOA for Certificate of Achievement for Excellence in Financial Reporting, 2011 2020
- Awarded "Emerging Leader" of Leadership Today class through Fairfield Suisun Chamber, 2012
- Graduate of Leadership Today, 2011 2012

**AFFILIATIONS AND ASSOCIATIONS**

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- Government Finance Officers Association (GFOA) Member since 2011
- California Society of Municipal Finance Officers (CSMFO) Member since 2011
- Northern California Chapter (NCCIPMA-HR) of International Public Management Association for Human Resources lifetime member since 2013
- CWEA Professional Membership
- NIGP - National Institute of Governmental Purchasing Member

**ADDITIONAL INFORMATION**

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- Previous Commissioner, District 1 for Solano Commission for Women and Girls appointed by Supervisor Erin Hannigan
- Previous Board Member for Solano Family & Children's Services