

2351 Hawthorne Dr, Clearwater, FL 33763 ▪ (407) 864-8415 ▪ Stefan.Massol@gmail.com

Objective To professionally serve the public in the field of local government management

Core

Competencies

Management

- Serving as a supervisor for three employees, training new utility billing clerk at Town of Belleair
- Supervising four employees in accounting division and utility billing functions for the City of Tarpon Springs
- Acting as project manager for three cooperatively funded projects with the Southwest Florida Water Management District
- Working with department directors to develop purchasing practices that are fully compliant with all local and state requirements
- Emergency management: Trained under FEMA National Incident Management System as Finance Chief (L-973) and units 100, 200, 300, 400, 700, 800

Communication

- Writing and presenting agenda items to Finance Board and Town Commission, providing analysis and recommendations
- Answering questions and resolving issues raised by building permit applicants and utility billing customers
- Publishing multiple formal bid solicitations and contracts for services
- Serving as procurement officer to communicate terms of bid solicitations and managing the evaluation/award process

Problem Solving

- Designed bank reconciliation tool to automate parts of process, both for Town of Belleair and City of Tarpon Springs
- Developed new policy and online form solution for travel and training, creating a platform for approval workflows and peer education upon return
- Reallocated workload and redesigned processes to ensure duties of former Utility Billing Supervisor continued uninterrupted at Tarpon Springs
- Helped create a rate analysis tool in Excel used to design a sustainable rate structure

Financial Management

- Compiling data and producing schedules for the CAFR
- Consulting with directors throughout the year regarding the budget and policies
- Conducting acquisition research and performing internal audits of the Belleview Biltmore Golf Club
- Managing financial functions including purchasing, bank reconciliation, grants, utility billing, internal/external audit, and general accounting
- Coordinating public assistance grant request at City of Tarpon Springs for emergency response costs following Hurricane Hermine

Work History

Accounting Manager	City of Tarpon Springs	June 2016 - Present
Finance Supervisor	Town of Belleair	April 2014 - June 2016
Management Analyst	Town of Belleair	May 2012 - April 2014
Accounting Intern	City of Tallahassee	January 2012 - April 2012
Research Assistant	Florida State University	May 2011 - December 2011
Congressional Intern	Office of Allen Boyd	May 2008 - August 2008

Education

Master of Public Administration	Florida State University	September 2010 – April 2012
	<i>Concentration in Public Financial Management</i>	
Bachelor of Arts	Florida State University	September 2007 – May 2010
	<i>Dual Major Political Science and International Affairs</i>	