

**TOWN OF WEST TISBURY
PERSONNEL BOARD**

JOB CERTIFICATION FORM

JOB TITLE: Town Accountant

JOB CLASSIFICATION: _____

JOB ADVERTISED/POSTED
(LIST DATES AND PLACES)
(Attach copy of ad):

Cape Cod Times, MV Times

Town Hall, MMA

APPLICATIONS RECEIVED: _____
(Attach originals)

Chelsea Joiner

John Mc Kenna

Dan Carbon

APPLICANT SELECTED: Chelsea Joiner

DOCUMENTATION OF REFERENCE CHECKS:
(List references that were contacted)

Estee Rios

AJ Kimi

Amanda Miranda

Official Start Date April 1, 2024

**If this date changes contact the PB

STARTING WAGE: GRADE 9 STEP 1 RATE \$49.24

APPROVED:

CHAIR, PERSONNEL BOARD/DATE

rec 1/11/24



Chelsea Joiner
49 Stoney Hill Lane
West Tisbury, MA, 02575
Chelsea.a.joiner@gmail.com
623-229-9595

January 11, 2024

To Whom it May Concern,

My name is Chelsea Joiner and I am writing to express my strong interest in the Town Accountant/Finance Director position for the Town of West Tisbury. I currently live full time in West Tisbury with my husband, Grant, and two children, Marlow and Jack. Since moving to the Island in 2020 I've come to experience first-hand the unparalleled sense of community that my husband conveyed to me from his childhood growing up in West Tisbury. With my family firmly entrenched on the Island, I'm excited for the potential opportunity to serve and impact the local community more directly.

Throughout my educational background and career, I have gained significant experience in accounting and finance and have developed a keen eye for detail, ensuring accurate and timely financial reporting and analysis. My proficiency in budgeting, auditing, and financial reporting have enabled me to provide strategic insights and actionable recommendations to senior management at multiple Fortune 500 companies and most recently a large not-for-profit.

In my current position as the Senior Manager of Audit and Assurance at Universal Service Administrative Company (USAC), I collaborate with recipients of the Universal Service Fund to determine if funds that were distributed were compliant with Federal Communications Commission (FCC) rules and regulations. Additionally, I actively participate in the annual budgeting process, ensure annual improper payment rates reported in the FCC's Agency Financial Report are accurate and complete, and manage a team of three managers and twenty-two compliance analysts.

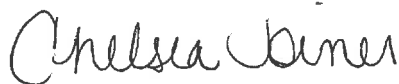
As an effective communicator, I thrive in team-oriented environments, fostering strong working relationships with colleagues and stakeholders. My ability to convey results of audits and assessments in a clear and concise manner has proven instrumental in facilitating productive discussions.

I am enthusiastic about the opportunity to join the Town of West Tisbury Administration Staff and I am confident that my skills and passion for finance make me a perfect fit for the Town Accountant/Finance Director position.

Thank you for considering my application. I would welcome the chance to further discuss how my qualifications align with your organization's needs. I have enclosed my resume for your review. Please feel free to contact me at 623-229-9595 or Chelsea.a.joiner@gmail.com to arrange a meeting at your earliest convenience.

Sincerely,

Chelsea Joiner



Chelsea Joiner

49 Stoney Hill Lane, West Tisbury, MA 02575
Phone: (623) 229-9595 E-mail: chelsea.a.joiner@gmail.com

Experience

Universal Service Administrative Company (USAC), Washington DC

2012 - Current

Senior Manager of Audit and Assurance

01/22-Current

Currently lead a team of three managers with sixteen direct reports that perform assessments of disbursements made to universal service fund recipients.

- Primary contact for the \$10 billion Universal Service Fund (USF) managed by the Federal Communications Commission (FCC) to provide improper payment results for USF recipients as required by the Payment Integrity Information Act of 2019 (PIIA)
 - Provide the FCC with improper payment rates and improper payment amounts for the E-Rate Program, High Cost Program, Lifeline Program, and Rural Health Care Program
- Responsibilities include overseeing an independent statistician, provide the FCC with annual improper payment results reported in the FCC Agency Financial Report, and present results to USAC Leadership and the USAC Board of Directors
- Facilitate the procurement and onboarding of an external audit firm to assist with improper payment testing
- Directly responsible for interfacing with USF recipients via email, phone, and site visits to provide guidance and obtain the required documentation to demonstrate compliance with program rules
 - Goal of providing exceptional customer experience on behalf of USAC to educate and assist the auditees in demonstrating their compliance with FCC rules and regulations
- Identify and develop corrective action plans for implementation to prevent future improper payments
- Participate in annual budget planning and quarterly budget analysis

Manager of Audit and Assurance

05/16 – 12/21

- Led team of ten employees that performed assessments of \$1.9 billion in disbursements made to schools and libraries through the E-Rate program
- Daily activities included assessment procedure development, employee development, process management, compliance, project management, recruiting, hiring, and onboarding

Staff/Senior/Lead Internal Auditor

08/12 – 04/16

- Performed reviews and audit approach planning for Schools & Libraries audits and Rural Health Care audits
- Led FCC required manual updates, provided training to external auditors, and provided audit recommendations

PetSmart, Phoenix, AZ

2011 – 2012

Corporate Financial Internal Auditor

06/11 – 07/12

- Performed SOX compliance testing and provided risk assessments for financial reporting
- Managed quarter end procedures to ensure accurate and timely release of the quarterly financial statements
- Planned and developed audit procedures of Human Resources and Accounts Payable

Republic Services/Allied Waste, Scottsdale, AZ

2009-2011

Property Tax Analyst

05/10 – 05/11

- Analyzed business personal property and real estate property tax for locations in over 30 states including site visits, filing state returns and appeals, and audit of accounts and parcels in multiple divisions

Accounts Payable Analyst

08/09 – 04/10

- Managed the full scope of Accounts Payable responsibilities for large national customers to include audits of third party hauler invoices, reviews of account histories, account reconciliations, and vendor management/procurement activities

Education & Credentials

Master of Science in Accounting, November 2010

University of Phoenix, Phoenix, AZ

Bachelor of Science in Accounting, May 2009

Certificate in International Business from University College Dublin Quinn School of Business

Arizona State University, Tempe, AZ

TOWN OF WEST TISBURY

1059 STATE ROAD
P.O. BOX 278
WEST TISBURY, MA 02575
PERSONNEL BOARD
508-696-6404
PERSONNEL@WESTTISBURY-MA.GOV
www.westtisbury-ma.gov

An Equal Opportunity Employer

The Town of West Tisbury is an equal opportunity employer and does not discriminate against any applicant because of race, color, religion, sex, marital status, national origin, age, disability, sexual orientation, or any other class protected by federal, state, or local law. Any person who needs assistance in fully participating in the application process should contact the Town of West Tisbury Personnel Board.

A fully completed application is required for each position. Also, "see resume" is not acceptable in any field.

I. Contact Information.

Name:		Date:
Chelsea Joiner		January 10, 2024
PO Box 1427	Vineyard Haven, MA	02568
Address (mailing) # and Street	City and State	Zip Code
49 Stoney Hill Lane	West Tisbury, MA	02575
Address (physical) #and Street	City and State	Zip Code
623-229-9595	Chelsea.a.joiner@gmail.com	
Telephone (home)	Telephone (cell)	E-Mail Address

II. Position applying For (Please specify position title or job category). Town Accountant/Finance Director

How did you hear about this position? West Tisbury town website

Have you ever been employed by the Town of West Tisbury When? What department?

No

III. Education

School	Name, Address, City, State	Type of Degree
High School	Cactus Shadows High School, 5802 E Dove Valley Rd, Scottsdale, AZ	High School Diploma
College	Arizona State University, 350 E Lemon St, Tempe, AZ	Bachelor of Science in Accounting, Certificate in International Business
Graduate School	University of Phoenix, 1625 W Fountainhead Pkwy, Tempe, AZ	Master of Science in Accounting
Trade, Business, night courses		
Military Service,		
Other Training		

IV. Licenses (Please list all licenses you possess that are relative to the position you seek). A valid license is a condition of employment where required.

Do you have a valid driver's license? Yes /No if yes, enter expiration date May 18, 2025

What other valid licenses or certificates do you possess? None

V. Office Skills (If applicable).

Check the column that you feel best describes your knowledge:

Skill	Basic Level	Advanced Level
Knowledge of Word Processing		X
Knowledge of Spreadsheets		X
Knowledge of Databases		X
Automated Accounting System Knowledge		X
Bookkeeping Knowledge		X
Typing/Keyboarding		X

VI. Special Skills. Please list any other skills or abilities you feel are relevant:

Extensive knowledge of Excel, including the use of several functions (VLookup, Pivot tables, etc) to present data. Experience with reading, interpreting, and developing audit procedures related to the Code of Federal Regulations (CFRs). Performed analysis of financial records and prepared financial data for the federal government.

VII. Employment History.

Please account for the last 4 positions you have held. Start with your present or last employer. You may include military service and any verifiable work performed as an intern or volunteer.

May we contact your present employer? Yes No

VII. Employment History (continued)

Employer Universal Service Administrative Company	Address 700 12th St NW, Washington DC
Telephone 202-572-5677	Title Senior Manager of Audit and Assurance
Supervisor Teleshia Delmar, Vice President of Audit and Assurance	Dates Worked January 2022 - Current
Reason for Leaving Relocation to West Tisbury, MA	

Description of Primary Duties: Lead team of 25 employees that perform audits of recipients of Lifeline, E-Rate, High Cost, and Rural Health Care Universal Service Funds (USF). I am the primary contact for the \$10B USF managed by the Federal Communications Commission (FCC) to provide improper payment results for USF recipients as required by the Payment Integrity Information Act of 2019 (PIIA).

Employer Universal Service Administrative Company	Address 700 12th St NW, Washington DC
Telephone 202-572-5677	Title Manager of Audit and Assurance
Supervisor Pauline Tawes, Senior Manager of Audit and Assurance	Dates Worked May 2016 - December 2021
Reason for Leaving Promotion to Senior Manager of Audit and Assurance	

Description of Primary Duties:
Led team of ten employees that performed assessments of \$1.9 billion in disbursements made to Schools & Libraries through the E-Rate Program. Brought the Payment Quality Assurance function in-house from a regional audit firm that was previously contracted to perform the assessments of beneficiaries of the USF.

Employer Universal Service Administrative Company	Address 700 12th St NW, Washington DC
Telephone 202-572-5677	Title Staff, Senior, Lead Internal Auditor
Supervisor Christopher Smith, Senior Manager of Audit and Assurance	Dates Worked August 2012 - April 2016
Reason for Leaving Promotion to Manager of Audit and Assurance	

Description of Primary Duties:
Performed reviews and audit approach planning for Schools & Libraries audits and Rural Health Care audits.

VIII. Professional References: (a minimum of 3 references is required.) List ONLY those individuals who we can contact, and who can attest to your professional abilities and work accomplishments. Do NOT include friends or relatives for whom you have not worked.

Estee Rios	1313 E Abingdon Dr, Alexandria, VA	571-269-1473	Manager of Audit and Assurance
Name	Address	Phone	Title
AJ Kimi	711 Duncan Pl SE, Leesburg, VA	757-647-7300	Auditor
Name	Address	Phone	Title
Amanda Miranda	22421 N 96th Dr, Peoria, AZ	480-603-7616	Director of Property Tax & Compliance
Name	Address	Phone	Title
Name	Address	Phone	Title

IX. Criminal History. The Town of West Tisbury requires a Criminal Offense Record Inquiry (CORI check) on all prospective employees for certain positions.

X. Employment of Minors.

The Town of West Tisbury is subject to certain child labor provisions regarding the employment of persons under the age of 18. Further, an Employment Permit or Educational Certificate may be required, depending on your age.

Are you under age 18? If yes, please indicate your age: ____

XI. Medical Information.

Some positions are conditional upon a physical and/or psychological examination, where required. This will be the case where satisfactory fitness to perform the essential duties of the position is a condition of employment. In such cases, an applicant may be given a "conditional offer of employment."

XII. Lie Detector Test.

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

XIII. Signature.

CAREFULLY READ ALL PARTS OF THIS APPLICATION FORM BEFORE SIGNING.

- A. I understand that acceptance of this application by the Town of West Tisbury does not imply that I will be employed.
- B. The information that I have provided is true and complete. I understand that misrepresentation or omission of any fact in my application, resume, or in any other materials, or as provided during interviews, can be justification for refusal of employment or can be justification for termination from employment, if employed.
- C. I understand that during the pre-employment screening process the Town may contact my references, verify that I have a valid driver's license or certifications where required and, where appropriate and to the extent allowed by law, conduct a check of my criminal offender record.
- D. In processing my application for employment, the Town of West Tisbury may verify all of the information provided by me concerning, among other things, my prior employment or military record, education, character, general reputation and personal characteristics.
- E. I authorize the Town to take whatever steps deemed necessary to obtain information regarding my qualifications for employment including contacting my present and former employers, by contacting individuals listed as business, educational or personal references, and by contacting other individuals to provide or further clarify information about me.
- F. I hereby release my present and former employers and all individuals contacted for factual information about me from any and all liability for damages arising from furnishing the requested information.
- G. I understand that the Town of West Tisbury is an at-will employer. If employed, I understand that my employment may be terminated with or without cause at any time. This provision may not apply in the event I am a member of a bargaining unit and a collective bargaining agreement provides other criteria for discipline or discharge.

My signature certifies that I have read and agree with the above statement and all statements contained in this Application for Employment.

Applicant Name (Please Print) Chelsea Joiner

Applicant Signature *Chelsea Joiner*

Date: January 10, 2024

Jennifer Rand

From: Chelsea Joiner <chelsea.a.joiner@gmail.com>
Sent: Thursday, February 29, 2024 1:50 PM
To: Jennifer Rand
Subject: Re: Background check

Hi Jen,

See below for the required information.

Last Name: Joiner
First Name: Chelsea
Middle Initial: A
Former Last Name: Marlow
Date of Birth: 05/18/1987
Last six of SSN: 461288
Sex: F
Race: White/Caucasian
Father's Last Name: Marlow
Father's First Name: Roderick
Mother's Last Name: Marlow
Mother's First Name: Janiene
Mother's Maiden Name: Jones

Let me know if you need any other information from me.

Thank you,
Chelsea Joiner

On Thu, Feb 29, 2024 at 1:30 PM Jennifer Rand <townadmin@westtisbury-ma.gov> wrote:

This is the info I will need to run the CORI check.. If you can get that to me I'll get that done. Thanks!