



MEMORANDUM

DATE: February 19, 2025

TO: Annapolis City Council

FROM: Mayor Gavin Buckley *m.g.m.*
City Manager Michael Mallinoff *MB*

RE: Confirmation of Exempt Level Appointment

Pursuant to City of Annapolis Code, Section 3.08.030, we are seeking confirmation by the City Council of my appointment to the following Exempt Service position:

Brittany Moran –Director of Finance - A20/step 13, \$179,772

A copy of Ms. Moran's resume is attached for your review and consideration.

Ms. Moran is the Town Treasurer for the Town of Chesapeake Beach which gives her a very broad background in the management of public finances. Her experience in handling the town's moneys, bonds, loans, and both short and long term investments make her uniquely qualified for the role of Director of Finance at the City of Annapolis. She has day to day experience managing payroll, reconciling accounts, accounts payable and accounts receivable, collecting of taxes, fees, revenues and billing processes to address fixed and variable costs to the town. Ms. Moran is experienced with financial reporting to include the annual audit process required by the State of Maryland. She has responsibility for the preparation of the operational and capital improvement budgets and presenting them to council as part of the Mayor's budget.

During Ms. Moran's employment with Queen Anne's County Government she worked as a Budget Analyst directly involved in developing operating and capital budgets along with considerable experience in working with funds to include utility, solid waste and recycling, sewer and water, fleet maintenance, and facility maintenance. She has experience with rate schedules, cost/benefit analysis, and the preparation of budget

reports including the use of budget software. She has worked for the U.S. Department of Labor performing financial statement auditing and coordinating audit teams focusing on financial and programmatic auditing of DOL functions.

Ms. Moran has a bachelor's degree from Salisbury University and is a Certified Public Accountant with the Maryland CPA Board.

Accordingly, we trust that you will find the education, training and experience of Ms. Moran to exceed the minimum qualifications required for the position. Ms. Moran will be present for confirmation at the City Council meeting scheduled for Monday, February 24, 2025.

BRITTANY E. MORAN, CPA

SUMMARY

Dedicated auditing professional with financial statement and internal controls auditing experience. Ability to meet challenging client requirements, as well as achieve project goals independently and as a team member.

SKILLS & QUALIFICATIONS

- Completed Uniform Certified Public Accountant (CPA) Examination
- Extensive experience with Microsoft Excel, Microsoft Office & Microsoft Word
- Proficient with the use of accounting and auditing related software
- Knowledge of GAAP guidelines

EXPERIENCE

THE TOWN OF CHESAPEAKE BEACH TOWN TREASURER

April 2022 - Present

- Manage all public moneys, bonds and loans, along with short and long term investments of the Town
- Prepare weekly, monthly and yearly financial reports
- Manage assessments making ascertain that all taxable property within the Town is assessed for taxation
- Collect all taxes, permit fees, utility revenues and all other revenues and funds receivable by the Town
- Manage the annual audit process as required by Section 40 of Article 19 Annotated Code of Maryland
- Maintain and process payroll and the appropriate records, along with prepare federal and state tax reports and payments related to payroll
- Administer all employee benefit plans ensuring employees are enrolled in plans accordingly
- Assist Town Administrator and the Mayor in preparing the annual operational and capital improvement budgets for Town Council approval. Additionally, maintain budget appropriations throughout the fiscal year to ensure budget management
- Prepare policies, procedures and systems necessary to ensure that effective controls are in place to protect the financial affairs of the Town

QUEEN ANNE'S COUNTY GOVERNMENT OFFICE OF BUDGET, FINANCE AND IT BUDGET ANALYST

May 2019 - April 2022

- Developing annual operating and capital budgets with County Management Team
- Performing organizational overview of data collection techniques, data compilation and statistical analysis of information relative to operational activities within the Departments of the County

- Conducting interviews and obtaining necessary background information
- Performing and supervising analysis of operational program/activities to include: general utilities and operations, solid waste and recycling program, sewer and water rate schedules, customer billings files, fleet maintenance services, facility maintenance cost/benefit ratios, and other complex programs and services.
- Preparing budget reports and maintaining budget software
- Conducting meetings and other sessions as required by the Director of Budget, Finance & IT to discuss and receive input regarding financial and budgetary plans and operations for the County

**U.S. DEPARTMENT OF LABOR
OFFICE OF THE INSPECTOR GENERAL
FINANCIAL STATEMENT AUDITOR**

December 2014 – May 2019

- Perform and monitor audits and investigating aspects of DOL financial and program operations and functions
- Gather and analyze information obtained through observation, document review, written policies and procedures and financial and accounting records
- Conduct interviews and obtain necessary background information
- Coordinate audit team activities to meet objectives within time constraints
- Prepare audit reports
- Participate in client meetings and discuss audit issues and recommendations with management

**FTI CONSULTING
ACCOUNTANT**

September 2014 – December 2014

- Update and maintain fixed assets for multiple entities
- Prepare and post journal entries including accruals, shared office allocations, depreciation and asset transfers
- Produce monthly roll forwards and reporting packages for various entities and locations
- Support the annual budget and forecast for corporate departments and shared offices

**MCGLADREY LLP
ASSURANCE ASSOCIATE**

October 2012 – September 2014

- Perform audit and review procedures in accordance with set standards
- Plan and execute operational audits of various business areas using risk-based audit methodology
- Coordinate audit team activities to meet objectives within time constraints
- Assist in the execution of detailed audit engagements for both large and small clients in a variety of industries
- Prepare financial statements and audit reports
- Evaluate the design and effectiveness of internal controls by completing walkthroughs of complex business processes
- Verify company controls are in compliance with established policies and procedures
- Maintain client relationships with key business personnel
- Participate in client meetings and discuss audit issues and recommendations with all levels of management

EDUCATION

SALISBURY UNIVERSITY

May 2012

BACHELOR OF SCIENCE: ACCOUNTING

- Student of the Franklin P. Perdue School of Business
 - Relevant coursework taken: Financial and Managerial Accounting, Intermediate and Advanced Accounting, Cost Accounting, Personal Income Tax, Business Law, Accounting Information Systems, Auditing I*
- Member of Phi Eta Sigma Honor Society
- Member of Beta Gamma Sigma International Honor Society
- Member of Institute of Management Accountants – *Vice President*

References available upon request