

BOB MOSSING

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Plymouth, MI 48170

EDUCATION

MBA – Cleary University, Ann Arbor, MI – 2011

BA Business Administration – Ohio Dominican University, Columbus, OH – 2006

MANAGER/ANALYST/BUDGET/OPERATIONS

Innovative, solutions-oriented leader with over 10 years experience in financial analysis, project management, inventory control, accounting, operations, and personnel. Emphasis on budgeting, analysis, reporting, process improvement, negotiations, and P&L. Technical skills include: all Microsoft Office products with advanced skills in Excel and Access, Visual Basic, Crystal Reports, Oracle and JD Edwards financial systems.

RELEVANT EXPERIENCE AND ACCOMPLISHMENTS

WASHTENAW COUNTY GOVERNMENT, ANN ARBOR, MICHIGAN • 2007-PRESENT

Municipal government charged with State-mandated and non-mandated services to community

Sheriff's Office – Business Operations Manager – November, 2010 – present

Manage a department of five employees to provide “Service Excellence” in all facets of business services within the Office of the Sheriff. Responsible for accounts receivable, accounts payable, fleet operations, finance, and budget.

- Responsible for all revenue and spending contracts
- Serve as liaison with county departments to facilitate business processes
- Provide leadership over direct reports including training, mentoring, and performance reviews
- Prepare financial metric reports
- Manage budget and assist with preparation of bi-annual budget
- Accountable for entire county fleet operations and customer service

Finance – Fleet Manager – April 2007 – November, 2010

Establish strategic direction, responsibilities, and operational functions for positions. Prepare long-term strategic plans, establish goals, and head business unit team development. Lead projects from conception through implementation.

- Saved \$500,000 per year by closing maintenance garage and outsourcing services
- Served as budget analyst by preparing two year, 5 million dollar operating budget
- Created metrics reported using Crystal Reports and Access to monitor life-cycle costs

SAFELITE GROUP, INC, COLUMBUS, OH • 2000-2007

Private auto glass repair and replacement company with revenues exceeding \$800 million

Finance – Fleet Supervisor – Manage fleet of 3,000 units across retail, distribution, and sales business for more than 2.5 million retail customers. Report to Director of Risk, Fleet & Travel.

- Created and implemented extremely successful fuel savings program yielding \$1 million savings in first year. Savings program highlighted in industry periodical.
- Managed asset inventory valued at \$66 million.
- Prepared yearly operating budget of \$35 million.

- Maintained actual expenses within 6% of budget through effective monitoring performance and actual expenses via exception reporting
- Supervised 2 corporate administrative staff and 81 field administrative staff.
- Monitored operating and life-cycle costs through development of Microsoft Access reports.

Finance - Accounts Payable Supervisor – Supervise five accounts payable employees responsible for processing 2000 checks per day. Completed all month-end reports and performed monthly reconciliations; constant interaction with general ledger department.

- Developed Microsoft Access database to track erroneous payments which resulted in recovery of nearly \$100,000 per year.
- Trained all department associates Microsoft Excel when organization transitioned to Excel from Lotus.
- Completed all month-end financial reports and monthly close procedures for department.