

VERONICA O. RUDYCHEV

EXPERIENCE

05.2023 to Present

Milwaukee County

Milwaukee, WI

FINANCIAL MANAGER - PARKS

- Provide daily coaching and mentoring of finance staff to align job assignments and workload toward short and long-term priorities. Coordinate personnel and division succession planning through hiring, workforce development and performance appraisals.
- Prepare, analyze, and reconcile financial data. Investigate accounts for variances, forecast revenues and expenditures, and advise department leadership on potential opportunities and challenges. Ensure compliance with GAAP standards, county policies and statutory requirements.
- Prepare, submit, and present fiscal and budget reports on behalf of the Parks department to the Office of the Comptroller, County Executive and County Board. Communicate financial data to internal stakeholders within the Parks department.
- Coordinate and manage the preparation of annual departmental operating and capital budgets that align with statutory requirements, county and departmental visions, and supports the long-term sustainability of the organization.
- Conduct random site audits for cash handling procedure verification and fraud management. Provide feedback and recommendations for policy revisions as necessary.
- Work with departmental management staff to resolve fiscal related issues and maximize department performance. Review contracts and agreements for services, requests for proposals from potential service vendors and terms of service contracts. Assist with strategic planning and departmental revenue initiatives.
- Lead and participate in continuous improvement projects, departmental initiatives, or other related special projects.

11.2021 to 05.2023

City of Milwaukee

Milwaukee, WI

POLICE BUDGET & ADMINISTRATION MANAGER

- Plan and oversee the implementation of MPD policies and projects through the development and monitoring of the operating, capital, asset forfeiture, and special projects budgets
- Provide regular reporting and updates to the Office of the Chief as to the status of ongoing MPD projects and their relationship to MPD operating budgets
- Assist in policy recommendations within goals established by the Chief of Police
- Monitor department actions in terms of financial management, including salary, capital, and asset forfeiture reporting and management
- Provide guidance and training to the Command Staff relative to monitoring budgets, grant milestones, and other financial activities
- Coordinate and prepare departmental responses to requests from other City agencies or external entities.
- Monitor relevant Common Council (CC) Committees and help to coordinate departmental responses
- Represent MPD at CC meetings on all financial matters
- Work with CC, the Office of the Comptroller, and the City of Milwaukee Budget Office on project and budgeting matters
- Monitor departmental activities to ensure that there are no adverse effects on MPD operating, capital, asset forfeiture, or other budgets and that proper procedures are followed
- Manage a team comprised of accountants and an accounting assistant, including assigning, directing, and evaluating work, providing coaching and training, and selecting and hiring staff
- Provide assistance to the Chief of Police and the Command Staff relating to various management issues
- Facilitates grant management application and monitoring
- ProCard manager for department

10.2018 to 11.2021

Pathway to Living

Chicago, IL

HUMAN RESOURCES MANAGER (REGIONAL)

- Overseeing Region consisting of 18 communities
- Overseeing HR for corporate level positions including all onboarding and HR issues
- Responsible for company wide HR systems including relias (online education), backgrounds, and drug screening
- Perform benefits administration to include communicating benefits information to team members, enrolling team members in selected benefit programs, approving invoices for payment and generating necessary benefits tracking reports
- Assist executive directors and business office managers in appropriate resolution of team member relations issues and respond to inquiries regarding policies, procedures and programs
- Conduct periodic training of business office managers and executive directors to ensure compliance with human resources policies, practices and programs
- Recommend new approaches, policies and procedures to affect continual improvements in efficiency of the department and services performed
- Primary investigator for all grievances filed in the communities related to both personnel and customers
- Assisted in compensation analysis for positions within the communities

EXECUTIVE DIRECTOR (NOVEMBER 2020)

- Supervise day to day community operation
- Supervises staff including Department managers and line staff
- Hired all brand new staff for building, ensure that staffing is in line with operating budget and state regulations
- Oversees monthly budget for community
- Prepare and enforce monthly budget based on census for department managers
- Adjust monthly budget based on income of community based on community census
- Ensure all AP/AR is completed overseeing staff that is completing the process
- Prepare monthly reports for investors showing both positive and negative variances from the monthly budget and preparing an explanation for said variances
- Maintain accounting software to ensure all statements are accurate
- Plans yearly budget for community
- Provides reporting on nursing, sales, finance, and human resources
- Communicates with families, Power of Attorneys, and others any changes in cares
- Communicates with hospitals regarding discharge plans

07.2017 to 09.2018

HarborChase of Shorewood

Shorewood, WI

EXECUTIVE DIRECTOR (Business Office Manager/Finance Manager 07.17 to 10.17)

- Supervise day to day community operation
- Supervises staff including Department managers and line staff
- Hired and stabilized the management team
- Operated in the black every single month
- Oversees monthly budget
- Oversees monthly expenditures and revenues for a budget of approximately \$3.9 million per year
- Supervises staff including Department managers and line staff
- Plans yearly budget for community
- Provides reporting on nursing, sales, finance, and human resources
- Communicates with families, Power of Attorneys, and others any changes in cares
- Communicates with hospitals regarding discharge plans
- Raise occupancy from 50% to 67% - highest in building history

08.2016 to 03.2017

Village of Cambridge

Cambridge, WI

ADMINISTRATOR/FINANCE DIRECTOR

- Supervise day to day Village operation
- Supervises Village staff including, but not limited to, Director of Public Works, Clerk, Utility Clerk, Superintendent of Utilities
- Oversees professional service contracts including Village Engineer, Village Assessor, Village Building Inspector, and over half million dollar Police contract with Dane County Sheriff's Department
- Prepare \$1.5 million Village Budget for all funds
- Prepare \$1.3 million Utility Budget for all funds including Water, Sewer, and Stormwater
- Prepare Capital Improvement Budget for the Village across all departments from beginning as the Village did not previously have one since 2011
- Perform AR/AP for the entirety of the Village
- Reconciliation of accounts
- WRS Reconciliation for year end
- Quarterly and year end payroll reporting including employee W-2's
- Worked in conjunction with the Village auditor to clean up the Village's accounts and put them in compliance with GASB standards
- Prepare and recommend policy to various Committees and/or Village Board
- Provide guidance to department heads on long term strategic goals for the Village
- Provide bi-weekly Administrator reports and monthly finance reports to the Village Board

04.2014 to 08.2016

City of Mequon

Mequon, WI

ASSISTANT FINANCE DIRECTOR

- Assist in supervision of Finance staff consisting of three personnel
- Assisted in establishment of the City Administration intern program and assist in oversight of the City Intern along with the Assistant City Administrator
- Assist in preparation of the annual City budget of approximately \$19 million including but not limited to meeting with Department Heads, revenue projection, expense projections, Water and Sewer Utilities, and preparation of the final GFOA award winning budget document
- Responsible for billing and collection of water utility
- Responsible for water utility accounting and management of day to day operations including meter swaps and additional meter reads
- Prepare the annual comprehensive 5 Year Capital Improvement Plan (CIP), including equipment purchases, facility maintenance, and road funding. Developed road program in conjunction with Department Head and City Administrator. CIP includes approximately \$800,000 of levy dollars annually and borrowing of \$1.7 million biannually
- Assist in preparation of the annual City audit and final Government Finance Officers Association (GFOA) award winning Comprehensive Annual Financial Report (CAFR)
- Preparation of the GFOA award winning Popular Annual Financial Report (PAFR)
- Responsible for Payroll, Accounts Payable, and Accounts Receivable processes for the City
- Member of City Bargaining team for both Fire and Police Unions
- Execute various Requests for Proposals (RFP) including but not limited to banking services, ambulance billing, assessor services which resulted in enhanced services to the City in relation to picking up additional City assessed value
- Risk Manager for the City including such tasks as insurance renewal, filing insurance claims, reviewing policies
- City Social Media manager including but not limited to oversight of City Facebook and Twitter
- Instrumental in implementing digital ride along or tweet along for the Mequon Police Department
- Proficient in Munis financial software for all aspects of City finances
- Assisted in implementing EFT payments for vendors
- Assisted in review of financial software for Fire Department payroll, City Assessment Management

- Instrumental in moving the City towards paperless payroll including getting all employees onto direct deposit and moving towards emailed check stubs beginning with the Fire Department
- Implemented paperless file management for vendor records and utility account records

EDUCATION

09.2009 to 12.2010 University of Wisconsin-Milwaukee Milwaukee, WI
MPA Masters in Public Administration

09.2005 to 05.2009 University of Wisconsin-Milwaukee Milwaukee, WI
BA Political Science, International Studies

- Minor in Economics
- Honors

AFFILIATIONS

- Mequon Fire Department
 - Firefighter/EMT
 - State Licensed EMT and Fire I
 - November 2015 to 2020
 - Executive Board (Union) Treasurer
 - November 2016 to 2019
- Municipal Treasurers Association of Wisconsin
 - Executive Board Member
 - Treasurer 2015 to 2017
 - Conference Planning Committee Member
- Wisconsin Government Finance Officer Association
- Government Finance Officer Association
- Phi Beta Kappa
- Mequon Thiensville Chamber
 - Young Professionals Committee
 - Ambassadors Committee
- Wisconsin Park and Recreation Association