

Bridget M. Souffrant

City of Oak Creek, Wisconsin

Assistant City Administrator / Comptroller ~ January 2019 – Current

Finance Director / Comptroller ~ May 2013 – January 2019

Population: 35,560

Assistant City Administrator / Comptroller for a full-service City, bordering the City of Milwaukee, reporting to a City Administrator. Chief Finance Officer responsible for the City budget, annual audit, debt issuance and management, special assessments, and management of all financial and accounting functions including payroll. Involved in administering all facets of the City's Tax Incremental Districts. Actively participates on the City's leadership team. Additionally, responsible for the management and oversight of the Administrative Services Department (Human Resources, Information Technology, Administrative Support Services, and Building & Facilities Maintenance Divisions).

Major Accomplishments & Responsibilities:

- Develops and manages a general fund budget of \$26.6 million and total budget of \$68.2 million;
- Collaboratively manages the City's cash flow and investment portfolio;
- Implements internal auditing procedures and works with the City auditors in preparation of the annual financial statements;
- Actively manages the City's 10 open Tax Increment Districts, project plan creation, amendments and closures, state reporting, and financial analysis;
- Is a member of the executive leadership team negotiating development agreements for the City;
- Led a \$500,000 financial software conversion across all City departments creating paperless processes and streamlining procedures;
- Participated on the Strategic Action Plan planning team, the first Strategic plan completed for the City in 20 years;
- Prepared and achieved the City's first ever GFOA Distinguished Budget Award;
- Worked with the management team to achieve Council directive to hold the line on health insurance and eliminate other post-employment benefits (OPEB) over time;
- Collaboratively worked with City Leadership to research, analyze, and implement a new health insurance plan expected to reduce costs.
 - Subsequently worked with Insurance broker and health care facilities to negotiate direct contracts and then transition to traditional network;
- Assisted in the creation of all COVID-19 policies and a complete update of the Personnel Policy Manual;
- Led the transition of the Administrative Support Services Division service model from one large group (11 clerical) to a more specialized two-unit service model increasing job satisfaction, productivity, and retention.

Village of Brown Deer, Wisconsin

Treasurer/Comptroller ~ March 2010 – May 2013

Population: 11,999

Chief Finance Officer for a full service, stand-alone Village bounded by 3 communities, reporting to a Village Manager. Responsible for the entire Village budget and five-year Capital Improvement Plan, property taxes, managing the cash flow and investment portfolio, preparing financial statements.

Major Accomplishments & Responsibilities:

- Created the financial statements and actively prepared the Village's Comprehensive Annual Financial Report (CAFR) receiving the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the twelfth year running;
- Created a team environment among the Administrative Services staff, which was previously divided;
- Collaborated with Village officials to create creative financing plans with tax increment districts for developer incentives;
- Participated in the consolidation of 7 communities, individual health services departments and police and fire dispatch operations into one, drastically reducing costs.

City of Burlington, Wisconsin

Budget Officer & Treasurer ~ June 2006 – March 2010

Population: 10,450

Chief Finance Officer for a full-service City located 35 miles southwest of Milwaukee, reporting to a City Administrator. Responsible for the City budget, property taxes, City cash flow and investment portfolio.

Major Accomplishments & Responsibilities:

- Assisted in the creation of the City's first Fiscal Management Contingency Plan and Fiscal Health Indicators;
- Crafted the City's first comprehensive financial and investment policy;
- Created the City's first five-year capital improvement plan;
- Established a system of internal controls to ensure the continued viability of the Municipal Court;
- Implemented a process for pursuing delinquent personal property taxes, which resulted in a 20% increase in collection.

Education

Masters of Business Administration - Finance

Concordia University Wisconsin

Bachelor of Arts - Double Major: Public Relations and Business Communications

Concordia University Wisconsin.

Awards & Recognition

- GFOA's Distinguished Budget Award, 2012, 2018, 2019, 2020
- GFOA's Certificate of Achievement in Financial Reporting, 2010, 2011, 2012
- Speaker at UW Green Bay Clerk and Treasurer's Institute; Communicating Your Fiscal Position to your Board

Affiliations

- Government Finance Officers Association, United States & Canada (WGFOA)
- International City/County Management Association (WCMA)