

Lynn A Boisvert

Career Objective

Initiative-taking, purposeful, dynamic professional with comprehensive experience and demonstrated excellence in all aspects of capital budgeting, grants management, educational accounting, building and food service operations, and personnel management. I have an exceptional aptitude for leveraging my technological skills, education, and training to solve complex problems and achieve lasting results. I seek to continue my professional growth within an organization that values hard work, integrity, and results.

Professional Skills:

Budget Preparation	Benefits Administration	Staff Leadership
Budget Forecasting	Operations Management	Process Improvement
Grants Management	Organizational Development	Human Resources
Project Management	CT Regulatory Compliance	Tech-Savvy
Process Improvement	Insurance Administration	Talent Management

Work History:

Torrington Public Schools, Torrington, CT Director of Finance & Operations June 2020 – Present

- Project Manager - implementation of cloud-based financial accounting package to streamline efficiencies, reduce redundancies, and increase productivity.
- Improved transparency and Board understanding of financial reporting by enhancing financial analysis tools and optimizing the reporting process.
- Developed long-term and annual plans and economic models for the schools and capital expenditures.
- Ensure controls are present in financial and operational systems, creating accounting processes and procedures
- RFP and RFQ oversight and management for all capital projects
- Oversight of grants management, including approval, allocation, disbursement, and planning.
- State of CT financial applications management
- Foodservice program management, including CEP verification and CSDE review
- On the collective bargaining team for the district.
- Effectively conducted ESSER I, ESSER II, and ESSER/ARPA grant account administration to ensure accurate disbursements, reconciliation, financial reporting, compliance of expenditures, and transparent accounting processes.
- Financial forecasting oversight for capital, general fund and grant, cash flow budget preparation, implementation, and variance analysis for forecasts and budgets.
- Responsibilities include district budget preparation, general A/P, A/R, P/R accounting management, facilities, maintenance, and foodservice oversight.
- Work with City and Building Committee on Capital expenditure projects.

East Haven Public Schools East Haven, CT Business/Finance Manager Jan 2018 – July 2020

- Developed long-term and annual business plans and economic models for the school district.
- Ensure controls are present in financial and operational systems, created accounting procedural manuals
- RFP and RFQ creation and management for all capital projects
- Streamlined and centralized divisional resources and purchasing process resulted in over 400k savings in the first year of implementation.
- Provide significant support and technical assistance to grantees regarding account management operations, including approval, allocation, disbursement, and planning.
- Project Manager - implementation of cloud-based inventory and facilities maintenance online work order system streamlining efficiencies, reducing redundancies, and increasing oversight of custodial and maintenance operations.
- Improved transparency and Board understanding of financial reporting by enhancing financial analysis tools and optimizing the reporting process.
- State of CT financial applications management
- Foodservice program management, including F&R verification and CSDE review
- On the collective bargaining team for the district.
- Effectively conducted CRF and ESSER grant account administration to ensure accurate disbursements, reconciliation, financial reporting, compliance of expenditures, and transparent accounting processes.
- Financial forecasting oversight for capital, general fund and grant, cash flow budget preparation, implementation, and variance analysis for forecasts and budgets.
- District budget preparation, grants management, general A/P, A/R, P/R accounting management, and oversight.
- Work with Town and Building Committee on Capital expenditure projects
- Manage a team of 27, including all aspects of performance.

Rocky Hill Board of Education Rocky Hill, CT April 2006 – December 2017

Executive Assistant Finance & Operations July 2012 – December 2017

- District Budget Preparation and general accounting, including forecasting and tracking district expenditures and budget variances. Database Administrator IVEE Accounting system
- Group Insurance Employee Wellness Plan Coordinator, 403(b) 457 Plan Administrator.
- CIRMA liaison for workers compensation and liability claims
- CIRMA train the trainer coordinator.
- Implemented risk-management techniques to promote organizational stability.
- Non-Certified staff HR coordinator onboarding, training, processing of new hires
- HR Generalist Substitute hiring and onboarding
- Student Activity Account Investments, Bank and General Journal reconciliations
- Grants Management, General Audit liaison, Annual ED001, Wire transfers, State and Federal reporting.
- State Teacher Retirement transmittal and annual reconciliation.
- Work with operations to ensure RFP/RFQ documentation is accurate.

Payroll Grant Budget Coordinator July 2008 – June 2012

- Budget preparation, monthly expenditure forecasting,
- Non-Certified Human Resource
- Bi-Weekly payroll processing through ADP online system, tax filing W2 processing
- Grants management and processing, ED111, ED114, and ED162 Non-Certified Staff

Bookkeeper II Payroll/Grants Specialist April 2006 – June 2008

- Bi-Weekly payroll processing through ADP online system, tax filing W2 processing,
- Grant management and AP/AR processing

Wolcott Public Schools, Wolcott, CT Payroll/HR Coordinator 2000 - 2004

- Bi-Weekly payroll processing through ADP online system, tax filing W2 processing
- Group Insurance and workers compensation coordinator, district ergonomics trainer
- SASI database administrator for NCLB. ED162 filing and reporting

Better Brands, Inc. Windsor, CT Controller 1988 - 2000

- General accountant, including sales budget forecasts, multiple state sales & use tax returns, state and federal income tax, and road use tax returns for the corporation and its five subsidiaries.
- Managed accounting department and Fleet operations.
- Group medical and workers compensation insurance, worked with brokers to ensure employee benefits were in-line with corporate goals
- 401(K) administration and reporting, wire transfers, and account sweep to investment accounts.

Education:

Master of Business Administration MBA, January 2020 GPA 4.0
Southern New Hampshire University, Manchester NH

Bachelor of Science Finance and Accounting, Minor Information Technology,
May 2017 Graduated Suma Cum Laude, GPA, 3.976

- President's List: Fall 2015 through Spring 2017,
- Alpha Lambda Delta: National Honor Society
- Delta Mu Delta: US National Business Honor Society
- Alpha Sigma Lambda: Sigma Psi Chapter, National Leadership Honor Society
- National Society of Leadership and Success

Certifications:

- State of CT 085 School Business Manager Provisional Certificate.
- SHRM-CP
- State of Connecticut – Notary Public